

ERATH COUNTY PURCHASE REQUISITION

DEPARTMENT: _____ PERSON MAKING REQUEST: _____ DATE: _____

PURPOSE OF PURCHASE: _____

REQUESTED VENDOR FOR PURCHASE: (Check One) _____ VENDOR 1 _____ VENDOR 2 _____ VENDOR 3 _____ SOLE SOURCE / STATE CONTRACT VENDOR

| DESCRIPTION | LINE ITEM ACCOUNT # | COST ESTIMATES | | | |
|-------------|---------------------|----------------|----------|----------|-------------------------------------|
| | | VENDOR 1 | VENDOR 2 | VENDOR 3 | SOLE SOURCE / STATE CONTRACT VENDOR |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

VENDOR 1

NAME: _____
 ADDRESS: _____
 CITY, STATE, ZIP: _____
 PHONE #: _____
 CONTACT NAME: _____

SOLE SOURCE / STATE CONTRACT VENDOR:

NAME: _____
 ADDRESS: _____
 CITY, STATE, ZIP: _____
 PHONE #: _____
 CONTACT NAME: _____
 DATE ACCEPTED AS SOLE SOURCE BY COURT: _____
 STATE CONTRACT #: _____

VENDOR 2

NAME: _____
 ADDRESS: _____
 CITY, STATE, ZIP: _____
 PHONE #: _____
 CONTACT NAME: _____

VENDOR 3

NAME: _____
 ADDRESS: _____
 CITY, STATE, ZIP: _____
 PHONE #: _____
 CONTACT NAME: _____

BEFORE A PURCHASE ORDER MAY BE APPROVED:

Purchases of \$1,000.00 up to \$4,999.99 must have this form completed with three telephone bids.

Purchases of \$5,000.00 up to \$9,999.99 must have this form completed and be accompanied by three written bids.

Purchases of \$10,000.00 or more must use the sealed bid process.

State Contract and Sole Source Vendor purchases must have this form completed with the state contract number or the date the vendor was accepted as a sole source vendor by Commissioner Court listed.

OFFICE HOLDER APPROVAL: _____

COUNTY JUDGE APPROVAL: _____