

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:03:01 DATE: August 5, 1982
SUPERSEDES POLICY NO.: IV:02:03:01 DATED: July 20, 1981
SUBJECT: Purchasing
APPROVED: Robert O. Riggs, President Robert O. Riggs

Responsibilities and Authority

The final responsibility and authority for purchasing reside with the President whose designee for this purpose is the Business Manager.

I. University Purchasing Department

The responsibility and authority of the Purchasing Department include:

- A. To purchase supplies, materials, and services for the various departments of the University in such a manner that the best values as to quality and quantity are obtained for the amount of money expended.
- B. To issue contracts for services that may include several departments to secure better prices.
- C. To issue all purchase orders (PPM Form IV:03:01:a) from the the University and to do follow-up work on such purchase orders as to delivery, complaints and adjustments.
- D. To conduct all correspondence with vendors pertaining to quotations and purchase orders.
- E. To assist departments in writing specifications for material and equipment and give estimates of cost of such material and/or equipment as requested.
- F. To keep file of vendors and catalogs of material and equipment for review by the departments.
- G. To dispose of all material and equipment that has been declared obsolete or surplus by any department or person in charge of such.
- H. To abide by the Uniform Code of Ethics in Procurement and Contracting (See Attachment A).
- I. To apply minimum General Bid Conditions to all purchases (See Attachment B).

II. General Policies Regarding Procurement

A. Competitive Bidding

All purchases shall be based upon the principle of competitive bidding, except as herein provided. Whenever possible, all specifications for materials, supplies, equipment and services shall be worded or designed so as to permit open and competitive bidding for the supplying of the article, commodities or services to which they apply. Whenever specifications are not so worded or designed, or specify a single brand "or equal," the person responsible for the recommendation shall be required to justify the necessity for the specification in writing, and the request shall be approved by the Business Manager.

Purchase of materials or services, for which the State of Tennessee Department of General Services, Purchasing Division, has awarded a contract to a vendor through the competitive bidding process, may be made without adherence to Section III, Minimum Notice and Number of Bids, provided the vendor meets the contract specifications and price.

B. Purchases for Resale in Auxiliary Enterprises

1. Textbooks and other course-related materials may be purchased without adherence to Section IV of this policy, Minimum Notice and Number of Bids. All textbook lists and authorization forms must be maintained for audit purposes.
2. Certain items for resale for which customers have expressed a preference, and/or new or promotional items procured under accepted retail merchandising practices, may be purchased without adherence to Section IV of this policy, Minimum Notice and Number of Bids. Appropriate documentation shall be maintained which supports the action taken.

C. Purchases for Libraries, Excluding Materials and Supplies Identified for Consumption by the Library

Purchases of materials for additions to a library collection include costs of books, catalogs, periodicals, binding, audiovisual media, and other general publications. These items are capital expenditures and are purchased according to the policies delineated herein.

III. List of Vendors

- A. A permanent register of vendors by commodity is maintained by the Purchasing Department. A vendor may be on the register for more than one commodity. A vendor may have his name added to the register by making a request to the Purchasing Department. The university may require the vendor to submit sufficient information to demonstrate ability to perform any future commitment prior to being added to the register of vendors.
- B. Vendors may be removed from the permanent register for any of the following reasons:
 - 1. Failure to deliver within the time limits given in quotation.
 - 2. Delivery of items that do not meet specifications set out in requisition.
 - 3. Failure to provide required performance bonds.
 - 4. Failure to make adjustments for damaged or faulty equipment or to honor warranties and/or guarantees.
 - 5. Failure to respond to invitation to bid for three consecutive times.
 - 6. Continued bidding of inferior products that do not meet specifications.
- C. The Purchasing Department has the responsibility of notifying vendors of their removal from the approved list.
- D. A vendor may be put back on the register by submitting a letter of request in which he gives good reasons for the circumstances causing his removal and shows that correction has been made.

IV. Minimum Notice and Number of Bids

The number of bids required and the notice to bidders for solicitation of bids shall be as follows:

- A. If the estimated amount of the purchases is \$1,000 or more, written sealed bids must be solicited from at least five (5) qualified vendors whenever possible, plus any qualified vendor requesting an invitation to bid. The invitation to bid must be mailed at least fourteen (14) days (ten days where all vendors are local vendors) before the date that the bids are scheduled to be opened if the estimated amount is \$2,500 or more. The invitation to bid must be mailed at least seven (7) days before the date that bids are scheduled to be opened if the amount is at least \$1,000 but less than \$2,500.

- B. If the estimated amount of the purchase is at least \$300 but less than \$1,000, written or telephone bids must be solicited from at least three (3) qualified vendors. When telephone bids are solicited, a written record of the bidders and amounts bid shall be maintained by the Purchasing Office.
- C. If the estimated amount of the purchase is less than \$300, the purchase may be negotiated.

V. Invitation for Bids

Invitations to bidders shall specify the time and place that bids will be received and opened, the articles or services for which such bids are to be submitted and the specifications for such articles or services, the amount or number of articles required, the time of delivery, the amount, if any, of bonds, or certified checks to accompany the bids, and any other requirements, conditions or information in reference to the purchase deemed necessary. All bids received shall be publicly opened and examined at the time and place specified in the invitation to bidders, and all bids conforming to the invitation together with the name of the bidder shall be recorded, become a matter of public record and remain open to public inspection.

VI. Bid Withdrawal, Bid Revision

Before bid opening, a vendor may be permitted to withdraw a bid entirely and/or submit a substitute bid. The vendor making such a request must submit suitable identification.

After bid opening, bids may not be revised. A vendor will be permitted to withdraw a bid only where there is obvious clerical error in the bid such as a misplaced decimal point, or where enforcement of the bid would impose unconscionable hardship due to an error in the bid resulting in a quotation substantially below the other bids received. Withdrawal will be considered only upon written request from the vendor

VII. Acceptance of Bids

All bids shall be subject to rejection by the institution. If awarded, the contract for purchase shall be awarded to the lowest qualified and responsible bidder, taking into consideration among other factors the apparent ability of the bidder to perform the proposed contract, the conformity of the articles or services to the specifications, any discount allowed for prompt payment or for any other reason, transportation charges, and the date of delivery specified in the invitation to bidders, a bond for the faithful performance of any contract may be required as deemed necessary. A complete written record on all procedures and justifications shall be maintained on each purchasing transaction in order to provide a clear audit trail on the purchase.

Bids must be received in the specified location on or before the date and hour designated for bid opening. Late bids will not be considered in contract award.

VIII. Emergency Purchases

- A. Purchases of specific materials, supplies, equipment or services may be made in the open market without competitive bidding for immediate delivery only to meet bona fide emergencies arising from any unforeseen cause, provided that no purchase may exceed \$2,500 unless approved by the Chancellor of the State Board of Regents or his designee (the request and approval may be made by telephone and confirmed in writing). All bona fide emergency purchases must be approved by the Business Manager, and a written report on the circumstances of any such emergency justifying the purchase shall be prepared and maintained by the institution.
- B. Emergency purchases may be made by the Physical Plant Department and Agriculture Department for the farm. These purchase orders are issued for the items where the price does not exceed \$25.00. These emergency purchase orders are numbered and signed out to the Physical Plant Department and Farm. A copy is returned to the Purchasing Department as they are used.
- C. Cash purchases of \$25.00 or less may be made by a department without a purchase order. The person making the purchase will be reimbursed by the Business Office by presenting the paid invoice signed and dated by the vendor, the department chairperson or other budget authority, and the person making the purchase.

IX. Life-Cycle Costs

In any case where the State Board of Standards has adopted a rule requiring life-cycle costs to be used by the Commissioner of the Department of General Services in contracting for major energy-consuming products, and may, in a case where a life-cycle cost and/or energy efficiency standard has been developed for a product by the federal government, apply such life-cycle cost and/or energy efficiency standard in the determination of the lowest qualified and responsible bidder.

X. Term Contracts and Prison Products

Where the Department of General Services has executed a term contract for materials, supplies or equipment, all such purchases shall be pursuant to the term contract unless the institution can purchase the materials, supplies, or equipment at a price lower than the term contract price. If the Department of Corrections produces or manufactures articles required by the institution, the purchase of such articles shall be from the Department if the articles are certified by the Board of Standards as satisfactory in quality, reasonable in price, and available. The purchases of articles need not be from the Department, however, if the Board of Standards determines that the articles so produced or manufactured by the

Department do not meet the reasonable requirements of the institution.

XI. Contract Limitations

- A. No contract for purchase of materials, supplies, equipment or services shall be awarded pursuant to these procedures unless funds have been appropriated and are available for the purchase. No contract shall be entered into in addition to the contract resulting from acceptance of a bid and issuance of a purchase order except pursuant to the Board of Regents' policy on Approval of Agreements.
- B. Arrangements for leases, maintenance and rental contracts are to be negotiated by the Purchasing Office. Formal approval of leases and rentals is to be made by the Purchasing Office when a University department has conducted the preliminary negotiations. Any written documents in support of these arrangements which are received in the departments should be forwarded to the Purchasing Department for signature on behalf of the University. These contracts will be reviewed and appropriate signatures obtained.
- C. Leases of real property or data processing equipment are subject to approval by the Chancellor.

XII. Blanket Orders

Yearly, multiple contracts are bid and issued on some items that are bought many times during the year. (Examples: lumber and building supplies, cleaning supplies, paint, books and some farm supplies.) Several vendors may be issued contracts on the same items.

XIII. Prohibited Transactions

No personal items shall be purchased through the institution or from funds of the institution for any employee of the institution or any relative of any employee. No employee of the institution responsible for initiating or approving requisitions shall accept or receive, directly or indirectly, from any person, firm or corporation to whom any contract may be awarded, by rebate, gift or otherwise, any money or anything of value whatsoever, or any promise, obligation or contract for future awards or compensations. Whenever any contract is awarded contrary to the provisions of these policies and procedures, the contract shall be void and of no effect, and if the violation was intentional, the employee responsible for the purchase shall be liable for any state funds paid contrary to these policies and procedures.

XIV. Exceptions

Any exceptions to the policies or procedures established herein shall be subject to the approval of the Chancellor of the State Board of Regents.

XV. Receiving Reports

When any supplies, equipment, or materials are received by the institution, the receiving agent thereof shall make a written certification that the supplies, equipment or materials received were equal in quality and quantity to those requisitioned. Complete records on all receiving reports shall be maintained in order to provide for a clear audit trail on the receipt of all purchases.

XVI. Procedures for Requisitions and Purchase Orders

The responsibility for ensuring that all expenditures remain within the amounts budgeted rests with the department chairperson or other administrative head of units or departments to which funds have been allocated. All requisitions are subject to review by the Purchasing Clerk and/or the Budget Director as to availability of funds.

A. Requisitions

All requests for materials, equipment, supplies, repair and services shall be prepared on a requisition form (PPM Form IV:03:01:b). One copy of this form is sent to the Purchasing Department. (Exception: Departments may fill out regular purchase order forms for items under \$300 and forward to the Purchasing Department.) Purchase order numbers will be assigned by the Purchasing Department provided the purchase order is approved.

The following information must be completed on all requisitions:

1. Name of Department
2. Department Code
3. Signature of Department Head
4. Date of Requisition
5. Date Material, Equipment or Supplies Are Needed
6. General Description of Items and Quantity Requested
7. Estimated Cost
8. Name and Address of Three Sources, if possible.

The requisition shall list all items by number giving quantity desired. The unit should be precise so that vendor knows exactly what is needed. Specifications should be specific and complete. Catalog or model numbers can be given if known, especially if an "or equal" is being bid.

B. Purchase Orders

The purchase order is written in quintuplicate. The first (white) copy is sent to the vendor, the second copy is returned to the department (yellow), the third copy (pink) is

sent to Accounts Payable, and two copies are kept in the Purchasing Department (green and goldenrod). One copy is filed by purchase order number, and one copy is filed by department code number. In case of equipment, a copy of the purchase order is sent to inventory control.

The department should check its copy of purchase order immediately upon receipt and any discrepancies should be reported to the Purchasing Department as soon as possible.

C. Exceptions

The following may be paid without requisition or purchase order:

1. Freight Charges
2. Cash Purchases of \$25 or less
3. Meals for Guests
4. Travel Expenses

XVII. Procedure Following Placing of Purchase Order

A. Change Order

The Purchasing Office will make all changes in all purchase orders. If a department needs to change an order that has been issued, it should contact the Purchasing Office as soon as possible.

B. Follow Up

The Purchasing Office does not routinely do follow up on orders unless requested to do so by the requisitioning department.

C. Delivery

The Freight Room accepts and signs for all deliveries. Delivery is then made directly to the department by the freight room staff and each department signs for the delivery from the freight room.

D. Inspection of Merchandise

Each department is responsible for inspecting and accepting or not accepting all merchandise on any purchase order issued for the department. The department is responsible for the assurance that the merchandise meets the quality and quantity specifications.

E. Vendor Invoice

The invoice is sent to the Business Office. The Business Office forwards the invoice to the department for signature

and coding by the department head. This indicates that all merchandise on the invoice is as requested and the invoice should be paid.

F. Non-Acceptable Merchandise

If any order received is damaged or not acceptable for any reason, the Purchasing Office should be contacted to discuss proper procedure for returning order or filing claims.

XVIII. Procedure for Appealing Decisions Related to Purchasing Transactions

A decision of the Budget Director shall be final unless a subsequent written appeal is made promptly by the vendor with the Business Manager which sets forth (1) all facts and circumstances relative to the case, and (2) basis for making such appeal.

XIX. Procedure for Maintaining Performance Record of Vendors

A record will be kept by the Purchasing Office on each vendor doing business with the University. Purchase orders will be kept in payable file. Other information will be kept in the vendor record file such as (1) late delivery records, (2) any correspondence about firm, (3) department complaints, and (4) any type complaint about vendor.

XX. Procedure for Bid and Performance Bond

A. Bid Deposit Bond

The bid information may require each bidder to file a bid deposit, the amount of which will not ordinarily exceed 5% of the bid amount, in the form of a certified check, bank draft, or cashier's check. A bid bond will be acceptable in lieu of the foregoing, if so specified in the bid information.

The bid deposit will be considered as security for full performance of all obligations imposed on the bidder under the law and these regulations including the obligation to keep the price or bid firm for as long a period as specified in the bid information, and the obligation to file performance or payment bonds, if required, when a contract is awarded. If the bidder fails to perform any such obligations, the University will negotiate his bid deposit and retain from the proceeds thereof an amount sufficient to compensate it for damages suffered. The University may retain the bid deposit as liquidated damages if the bid information so specifies.

If a bidder is not one of the three lowest qualified bidders, his bid deposit will be returned to him as soon as possible after the bid opening. The three lowest qualified bidders'

deposits will be returned as soon as possible after the contract is awarded or, if a performance or payment bond should be required, as soon as the successful bidder has filed an acceptable bond.

B. Performance Bond

1. The University shall have the right to require that the successful bidder file a Performance and Payment Bond in a designated amount and written by a surety company acceptable to the University. It may be required that the bond be filed within a specified number of days after the award is made, or the contract shall be cancelled and the contractor shall be liable for any damage.
2. Performance and Payment Bonds may be required in any amount up to 100% of the amount of the contract, depending upon the nature of the transaction.

XXI. Procedure for Processing Payment of Invoices

- A. University Purchase Orders request vendors to send invoices in duplicate to the Business Office.
- B. The University will make payment for materials and services received from vendors only upon the vendor's itemized invoice. This invoice must be signed and coded by the department receiving materials and/or services. Department heads should not sign invoices until each item is checked for quality and quantity as specified in the purchase order. Payment will not be made on a statement except in instances of daily or frequent deliveries where each amount appearing on the statement is supported by an itemized delivery ticket signed and coded by the department securing the goods.
- C. Payment is made only after the Accounts Payable Section matches the invoice to the copy of the purchase order. This is then filed in vendor paid files.

ATTACHMENT A

CODE OF ETHICS IN PROCUREMENT AND CONTRACTING

The following code of ethics shall be applicable to all employees in the State University and Community College System of Tennessee who are primarily responsible for the purchase of goods or services for any institution in the System.

1. Statement of Policy

Employees must discharge their duties and responsibilities fairly and impartially. They should also maintain a standard of conduct that will inspire public confidence in the integrity of the institutions in this System.

2. General Standards of Ethical Conduct

- (a) Any attempt to realize personal gain through public employment, inconsistent with the responsible discharge of that public employment, is a breach of a public trust.
- (b) Employees shall base all purchases on the principle of competitive bidding consistent with policies of the Board and the institution.
- (c) Employees shall grant all competitive bidders equal consideration, regard each transaction on its own merits, and foster and promote fair, ethical and legal trade practices.
- (d) Employees shall avoid misrepresentation and sharp practices, and demand honesty in sales representations whether offered through the medium of a verbal or written statement, an advertisement, or a sample of a product.
- (e) Employees shall be receptive to competent counsel from colleagues, and be willing to submit any major controversy through the appropriate appeals processes.
- (f) Employees shall accord prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- (g) Employees shall not use without consent the original designs developed by a vendor for competitive purposes.

3. Conflict of Interest

It shall be a breach of ethical standards for any employee, in the performance of his official duties, to participate directly or indirectly in any proceeding or application, request for ruling or

other determination, claim or controversy, or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefore, in which to his knowledge:

- (a) he or any member of his immediate family has a substantial financial interest; or
- (b) a business or organization in which he or any member of his immediate family has a substantial financial interest as an officer, director, trustee, partner or employee, is a party; or
- (c) any other person, business, or organization with whom he or a member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party.

A substantial financial interest shall include, but not be limited to: (1) ownership of ten percent (10%) or more of the outstanding stock of a corporation; (2) any interest in a partnership; or (3) receipt of salary or other payment for services rendered from any organization.

Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing or in any other advisory capacity.

4. Gratuities

It shall be a breach of ethical standards for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.

5. Contemporaneous Employment Prohibited

It shall be a breach of ethical standards for any employee who is involved in purchasing to become or be, while such an employee, the employee of any party contracting with the particular governmental body by which the employee is employed.

6. Use of Confidential Information

It shall be a breach of ethical standards for any employee or former employee knowingly to use confidential information for his

actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

7. Public Access to Purchasing Information and Records

It shall be a breach of ethical standards to deny public access to purchasing information and records as required by law.

ATTACHMENT B

MINIMUM GENERAL BID CONDITIONS

1. ACCEPTANCE AND REJECTION: The School reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid.
2. TIME OF ACCEPTANCE: If a bidder fails to state a time within which a bid must be accepted, it is understood and agreed that the School shall have sixty (60) days to accept.
3. ERROR IN BID: In case of errors in the extension of prices in the bid the unit price will govern. No bid shall be altered, amended, or withdrawn after specified time for opening bids. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.
4. DISCOUNT PERIOD: Time in connection with discount offered will be computed from date of satisfactory delivery at destination and performance, or from the date correct invoices are received, whichever is later. Discounts other than "time discounts" will be shown on the face of the bid opposite the item to which it applies.
5. DEFAULT OF CONTRACTOR: In case of default of the contractor the School may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.
6. SAMPLE OF MATERIALS: Samples of items, when required, must be furnished free of expense, prior to the opening of the bids, and if not destroyed, will upon request be returned at the bidder's expense.
7. SIGNATURE ON BIDS: Each bid must give the full name and business address of the bidder. The person signing the bid must show his title, and if requested by the School, must furnish satisfactory proof of his authority to bind his company in contract. Bids must be written with typewriter, ink, or indelible pencil; otherwise they may not be considered. Purchase order will be issued to the firm name appearing on the bid.
8. ALTERNATE BIDS: Alternate bids will not be considered unless specifically called for in the bid.
9. BONDS FOR PERFORMANCE: The right is reserved to require the successful bidder to furnish security, free of any expense to the School, to guarantee faithful performance of the contract.

10. TIME OF PERFORMANCE: The number of calendar days in which delivery will be made after receipt of order shall be stated in the bid. When no time of delivery is stated by the bidder, it is understood and agreed that delivery is to be made within two weeks after receipt of order.
11. SPECIFICATIONS: It is understood that reference to available specifications shall be sufficient to make the terms of such specifications binding on the contractor. The use of the name of a manufacturer, or any special brand or make in describing an item does not restrict the bidder to that manufacturer or specific article, unless specifically stated. The articles on which the proposals are submitted must be equal or superior to that specified. Articles received not equal will be picked up by vendor or returned to vendor shipping charges collect.
12. BRANDS AND TRADE NAMES: The bidder must show the brand or trade name of the articles on which he is bidding, when applicable.
13. BIDS RECEIVED AFTER THE SPECIFIED TIME FOR OPENING, as shown on the bid form may not be considered.
14. TELEGRAPHIC OR TELEPHONE BIDS: Telegraphic or telephone bids received before time set for opening of bids may be considered if immediately confirmed by mail.
15. INSPECTION: All supplies or materials are subject to inspection and rejection by the School, and rejected supplies or materials may be returned at the Vendor's expense. In the event necessity requires the use of materials or supplies not conforming to the specifications payment may be made at a proper and agreed reduction in price.
16. CONTRACTORS MAKING IMPROVEMENTS TO, additions to or repair work on real property on behalf of the school are liable for any applicable sales or use tax on purchases of tangible personal property for use in connection with the contracts. Contractors are likewise liable for any applicable use tax on tangible personal property furnished to them by the School for use in connection with their contracts.
17. DURING THE PERFORMANCE OF THIS CONTRACT, the contractor agrees as follows: the contractor will not discriminate against any employee or applicant for employment because of national origin, race, religion, sex, age or handicap. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their national origin, race, religion, sex, age or handicap. Such action shall include but not be limited to the following employment: Upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The contractor agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided setting forth the provisions for this non-discrimination clause.

18. FOB POINT: All prices quoted are to be FOB delivered to the School unless another FOB point is stated by the School on the bid form. The successful bidder must assume all responsibility for damage in transit. All bids not following this provision may be rejected.
19. TAXES: Do not include Federal Excise or State Sales Tax in your bids. The School is exempt from both these taxes. If a certificate is required, please so state on your bid the appropriate exemption certificates will be furnished to the successful bidder.
20. The contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the State of Tennessee as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to the contractor in connection with any work contemplated or performed relative to this bid.

AUSTIN PEAY STATE UNIVERSITY

CLARKSVILLE, TENNESSEE 37040

Departmental Purchase Order

PURCHASE ORDER NO. _____

Please supply the following Articles and or Services in accordance with terms set out below and or your Quotation on our Requisition

No. _____ Your No. _____

Make delivery to AUSTIN PEAY STATE UNIVERSITY, in Care of _____
(Name of person to receive articles)

All delivery charges are to be prepaid and are included in the prices shown unless otherwise indicated below.

To

NOTICE TO VENDOR

Purchase Order Number must appear on all Invoices submitted for payment or subsequent correspondence.

DATE	DELIVERY DATE	CONTRACT NO.	FUND	DEPARTMENT	SUB. ACCT.	OBJECT

The University is exempt from Federal and State Taxes. Exemption Certificates will be furnished on request.

Send Invoices *in duplicate* to AUSTIN PEAY STATE UNIVERSITY, CLARKSVILLE, TENNESSEE.

[illegible]

Original Vendor and Purchase Order Number must be shown on all drop shipments.

Signed: _____
Department Head

Approved: _____
Purchasing Agent

CLARKSVILLE, TENN.

Requisition No. _____

Department

Account No.

Departmental Requisition for Purchases other than out of Petty Cash

I hereby certify that the articles named in this requisition are necessary for use in this department.

Approved

Business Manager

Requisitioner

President

Item
No.

Quantity

Unit

Catalog No.

DESCRIPTION (Give complete specifications)

ESTIMATED COST

Unit Price

Amount '

above items can be secured from: (give name and address of THREE sources if possible)