Department: SHERIFF

Fund/Department Number: 036-5013-640.65-38

NOTE: ATTACH THREE OF EACH SAMPLE OR TWO OTHER BACK UP AND FORWARD TO PURCHASING DEPARTMENT

Date: 04/01/2010 Items Needed By ______

Req# 115049

Deliver to CCSO/CIS/NAR

Requisitioned by LT. Mick Fichtl x 5166
Employee to Contact Tele./Ext. #

I certify the above are required for discharge of my official duty and I hereby authorize the Purchasing Agent to commit budgeted funds for the purchase thereof; and I further Certify that the requisition contains all separate, sequential and/or components of the item(s) listed and that requirements are not requested in a manner to avoid competitive bidding/proposal process.

Date ______ Department Head CR

Suggested Vendor: Capps Van & Car Rental

Project No. ______

Purchase Order No. ______
Court Order No. ______
Inventory Item ______

______ Req Entered ______
______ Assigned to ______
______ Updated by ______
______ 1st Level Approval ______
______ Insufficient Funds ______
______ Pending Court Appv. ______
______ 2nd Level Approval ______
______ Coded ______
______ Buyer Processing ______

COMMODITY	SUB COMODITY	REQUIRED QUANTITY	UNIT	TO AVOID DELAY: GIVE COMPLETE, ACCURATE, DETAILED DESCRIPTIONS DESCRIPTION AND SPECIFICATIONS	ESTIMATED COST	VENDOR #1	VENDOR #2	VENDOR #3
		1	EA	Contract for (6) six lease vehicles for Narcotic Deputies.	26,000.00			
				Contract for Insurance for (6) six lease vehicles				
				Beginning 04/01/2010 thru 09/30/2010 for (6) six months. (Per Contract.)				

Selected Vendor ______

☐ OPEN MARKET
☐ QUOTE
☐ PAYMENT
☐ CONTRACT # ______
☐ OTHER ______

Vendor's Name
1
2
3

Promised Date ______ Vendor No. ______