



Administrative Manual PROCEDURE

SECTION
Procurement

SUBJECT
COMPLETING A REQUISITION

The form shown below contains all necessary instructions for completion:

INSTRUCTIONS: USE TYPEWRITER OR BALL-POINT PEN ONLY
NOTE COLOR SHADED SECTIONS
GRAY - DO NOT FILL IN
PINK - COMPLETE ONLY FOR CONFIRMING REQUISITIONS

FORM # 28-1448-5123

CITY OF BALTIMORE	PURCHASE REQUISITION	SEE REVERSE SIDE OF LEAF 4 FOR DETAILED INSTRUCTIONS	GENERAL	
			G 079299	
1 VENDOR 2 AGENCY NAME 3 LOCATION AND SPECIAL DELIVERY INSTRUCTIONS 4 CONTACT	VENDOR NUMBER LOCATION CODE <input type="checkbox"/> SELF DELIVER PHONE	5 BUDGETED SOURCE 6 DEPARTMENTAL USE 7 FREQUENCY OF DELIVERY 8 BUDGET ACCOUNT NUMBER (15 DIGITS) 9 FOB	10 REQUISITION DATE 11 DATE DELIVERY REQUIRED 12 CONFIRMING <input type="checkbox"/> YES / <input type="checkbox"/> NO PERMIT FROM DATE 13 SPECIAL CONDITIONS <input type="checkbox"/> URGENT / <input type="checkbox"/> EMERGENCY 14 END USE OF MATERIAL WORK ORDER NO. <input type="checkbox"/> SEE BELOW <input type="checkbox"/> N/A (SEE 15)	
DELIVER ON OR BEFORE	TID ON CONTRACT NO	DELIVER	SEE BELOW	
MIS	SEA	REC	OTHER	
QUANTITY	ORDER UNIT	UNIT PRICE (EXPRESS TO 3 DECIMALS)	DESCRIPTION	ESTIMATED PRICE (LINE ITEM TOTAL)
		15 NUMBER	16 BUDGET ACCOUNT NUMBER	17 WORK ORDER NO.
		* 15 & 16 ONLY IF REQUISITION COVERS MORE THAN ONE BUDGET ACCOUNT NUMBER. WORK ORDER OR L.F.		
		18 REQUISITION OFFICIAL	19 APPROVING OFFICIAL	20 DATE

PURCHASING

.Form Number: 28-1448-5123
.Type: 1 Ply Second Sheets
 With Carbon On Top
.Size: 11" x 8 1/2"
.Order Unit: Specify "Each"
.Quantity of Forms
per Order Unit: 1 set

To order, prepare a **WAREHOUSE REQUISITION (28-1458-5129)** (AM-302-1-1) specifying Warehouse Division 01, and citing the above information.

DATE
2/5/88