

PURCHASE REQUISITION
BOROUGH OF ALPHA * FINANCE DEPARTMENT
1001 EAST BOULEVARD * ALPHA NJ 08865
PHONE 908-454-0088 FAX 908-454-4210

Requesting Department Purchase Dept Date 7/5/18

Director Approval Mary Swanson Date 7/12/18

Instructions: All purchases over \$1,000 must have 3 verbal quotes written up by employee with supporting documentation attached. All purchases over \$2,625 must have written quotes attached. If using a new vendor you must attach BRC. After Departmental Director approves, please forward to the finance office for Purchase Order preparation. If you would like to make the purchase yourself, please check the box indicating that a copy of this form will be returned to you. All original documentation will remain on file in the finance department vendor files for future reference.

Signature of Person Soliciting Quotes

Return to me for ordering-circle one. YES NO

Account Number(s)

Finance Department Remarks

Vendor Name	James Kish	Vendor Name		Vendor Name	
Address		Address		Address	
Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
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