

For LLBO Internal Use Only. VENDORS DO NOT ACCEPT THIS FORM.

Leech Lake Band of Ojibwe Purchase Requisition **DATE:** _____

(See reverse side for instructions)

Contract? Yes No

Contract# _____ (attach contract)

Blanket P.O.? Yes No

Dates Covered By Blanket P.O. _____ to _____

Vendor #:

To Be Completed by Department:

DEPARTMENT	SUGGESTED VENDOR (S)*
Requisitioner Name:	Name:
Department/Location:	Address:
Phone:	
Fax:	City: _____ State: _____ Zip: _____
Date Required:	Phone: _____ Fax: _____

*Attach additional sheet(s) if needed.

ITEM NUMBER	DESCRIPTION	QTY. (1)	U/M	AMT. (2)	ACCOUNT NUMBER	TOTAL (1 X 2)

Fax Order to Vendor? Yes No

Prepayment Check with Order? Yes No (attach documentation)

TOTAL: \$

Justification:	Attachments: _____ Vendor Quote _____ Sole Source Just. _____ Agreement _____ Specs. Drawing _____ Samples _____ Misc.
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Signatures:

Requisitioner: _____
 Authorizing Signature (s): _____

Title: _____

Date: _____

By Signing I Certify I Do Not Have a Conflict of Interest as defined in Purchasing Policy 110

Return Completed Form to Purchasing

For Purchasing Use Only: Budget: _____ Travel Claims (if registration): _____ Purchasing: _____ Vendor Excluded? <input type="checkbox"/> Y <input type="checkbox"/> N	Initials Date _____ _____ _____ _____ _____ _____	Return to Requisitioner: Reason: _____ Date: _____ Initials: _____
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