UNIVERSITY *of* NORTH ALABAMA

Police Department

PURCHASE REQUEST

DATE:

REQUESTOR: Name:	VENDOR: Name: Address: Phone:

Item	*Description*	*Quantity*	*Cost per unit*	*Total*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10.				
	TOTAL			

NOTES: (description of request/obtain quote from vendor and submit for approval before purchasing)

Requestor Signature *Date*

Supervisor Signature *Date*

Agency Head Signature *Date*

All requests for purchase must be completed, signed and forwarded to the Chief of Police for approval ***prior to making agreement*** *with vendor for purchase.*