



## American Legion Post 101 Service or Purchase Requisition



Date of request:			
Project/Event or Committee:			
Requestor and Signature:			
<u>Did requestor conduct market research to determine best value for purchase/service? If NO, why not?</u>	circle one	<b>YES</b>	
		<b>NO</b>	

Comments:					
Quantity	Suggested Vendor	Reference or Part Num	Description	Cost Each	Total Cost
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
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				\$ -	\$ -
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				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
<b>Request Total:</b>				\$	-

Approvals (in order)

<b>Supply Chain Manager:</b>	Signature:	Date:	
<b>Post Commander/Adjutant Approval:</b>	Signature:	Date:	
<b>Finance Officer Approval:</b>	Signature:	Date:	
<b>If not approved Check Here:</b>	Reason:		