

REQUISITION

Date

County, Oklahoma

Requisition Number

Federal Award

Requisitioning Department

Project Number

Date Needed

Suggested Vendors

Purchasing Method

Regular PO

Blanket PO

Purchase Card

Vendor for P-card:

Quantity

Unit Cost

Description

Estimated Cost

I approve the processing of this purchase request and the encumbering on the designated account to the maximum of:

Type of bid (if applicable):

County Purchasing Act

Public Competitive Bidding Act

State Contract

Other Purchasing Cooperative

Account

Date

Requisitioning County Official Signature

(If using state contract or other purchasing cooperative, please attach documentation of said contract)

Date Received by
Purchasing Agent
Account

Date Assigned/Encumbered

PO Number

Requisition

This form #1116 A is optional for county purchasing agents who choose to utilize a separate form for requisitions instead utilizing the top portion of the form 1116. The purpose of this form is to streamline the requisition process.

1. The form may be filled in and digitally signed by an authorized requisition official so that it may be emailed to the purchasing agent. Adobe will walk the user through the process of setting up a digital signature. *Note: digital signatures should be password protected and stored in a location safe from unauthorized use.*
2. Alternatively, the form may be filled in, printed and then signed manually so that it may be scanned, emailed, faxed, or hand delivered to the purchasing agent.
3. Once the requisition is approved, the purchasing agent will fill in the bottom portion of the form, send a copy to the requisitioning department and then attach the original to the purchase order. The purchasing agent shall then make a note on the top portion of the form #1116 referencing the attached requisition.
4. After the requisition is approved and funds encumbered, the purchase may be processed in accordance with county policy and State Statutes.