Woonsocket Housing Authority

# PURCHASE REQUISITION

PO # _____

| Vendor: |
|---|
| |
| |
| |
| |

| Ship to: |
|---|
| |
| |
| |
| Central Warehouse |

**For use at:** (check one or more)

| | | | |
|---|---|---|---|
| 3-0 Main Office | ☐ | 3-5 Crepeau | ☐ |
| 3-1 Morin Hts | ☐ | 3-6 St. Germain | ☐ |
| 3-2 Veterans | ☐ | 3-7 Scattered Sites | ☐ |
| 3-3 Parkview | ☐ | 3-8 Scattered Sites | ☐ |
| 3-4 Kennedy | ☐ | ALL | ☐ |
| Central Whse | ☐ | C O L | ☐ |

**Circle if appropriate:**

**Mail check by** _____ **Vendor will bill** **Send Check with Order**

| Quantity (Col A) | Unit of Measure | Stock Number | Description | Unit Price (Col B) | Total Price (Col C = Col A x B) | Discount (Col D) | Net Price (Col C - Col D) |
|---|---|---|---|---|---|---|---|
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| | | | | | | | |
| | | | | | | SHIPPING | |
| | | | | | | TOTAL | |

**Purpose of Request:** _____

| Requested by: Date: |
|---|

| Supervisor Approval: Date: |
|---|

| Budget Approval: Date: |
|---|

Last Updated: 5/6/04

Submit to Accounting