



Vietnam Veterans of America Chapter 392, Portland Metro - 7600 S E Johnson Creek Blvd - Portland, OR 97206

PURCHASE REQUISITION

This form is used to request purchases to be made using the chapter purchase card. Purchase limit is \$1000.

Submitted by: _____
(Please Print) Position/Title Date of Request

Vendor: _____

Item (attach pertinent details)	Program/Activity	Qty	Unit Price	Extended Price
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
			Total:	\$ _____

Authorized by: _____
Signature Position/Title Date

Treasurer use: Purchased On _____
Date