



Vietnam Veterans of America Chapter 392, Portland Metro

## **Purchase Requisitions**

*The Purchase Requisition form is to be used for procuring items using the chapter purchase card. There is a \$1000 limit per requisition.*

Submitter should fill out the following fields on the chapter Purchase Requisition Form:

- 1.1. Submitter Name, Title/Position, signature and date of the request
- 1.2. Details on each line item to be purchased: a description of the item, brand/model, quantity, unit price and extended price
- 1.3. Identify the specific chapter program or activity for which each item is to be used for
- 1.4. Attach specific catalog or vendor information on each item as necessary to identify preferred vendor or further product information.
2. Submitter obtains signature of Officer authorizing purchase.
3. Submitter or authorizing officer submits completed form to Treasurer.
4. Treasurer reviews completed form and checks it for accuracy and validity.
5. Treasurer procures item(s) on requisition using chapter purchase card and enters transaction into records for programs/activities indicated.
6. Treasurer advises submitter about delivery information as necessary following purchase.
7. Treasurer reconciles purchase upon receipt of monthly statement and makes payment from Chapter checking account.