THE SUMNER
POLICE DEPARTMENT
1104 Maple St., Suite 140 • Sumner, WA 98390 • 253-863-6384
Colleen E. Wilson, Chief of Police

ELECTRONIC REQUISITION FORM

TO BE USED FOR OTHER THAN STOCKED OFFICE SUPPLIES

For: _____ Date: _____

ITEMS Description of item, ie Name, Size, Color, Etc.	EST COST EACH	NUMBER PURCHASED	TOTAL
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
		Shipping & Handling	
		Tax	
		Total	$0.00

Vendor Information:

Name _____

Address _____

Phone _____

Web www. _____

Special Instructions: _____

_____

	YES	NO		
Marsha to Order:			Date Ordered: _____	Who is to Order? _____
Will Employee Pickup			Anticipated/promised delivery: _____	

Submitted By: _____ **(Officer)**

Reviewed By: _____ **(Sergeant)**

Approved By: _____ **(Chief/Lieutenant)**

DO NOT WRITE BELOW THIS LINE

Date Requisition received: _____

Account Number to be charged: _____ Amount: _____

Date Items Received: _____

Please Notify Marsha when an item has been received. You can do this by submitting a packing slip or a copy of this form with the **Date Received** filled in. In addition, **ALL INVOICES** must be submitted to Marsha before payment can be made.

Pride in Community - Excellence in Service