

**BOROUGH OF MIDLAND PARK**  
**Purchase Requisition**

**DATE:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**ACCOUNT #:** \_\_\_\_\_ **Single Source** **State/County Contract** **No** \_\_\_\_\_

<b>Quantity</b>	<b>Products/Services</b>	<b>Unit Price</b>	<b>Total Price</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Council Signature will be needed if the total requisition  
amount is over \$500.00**

**TOTAL**

**Vendor:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_

*I hereby certify that the articles requested are  
necessary to conduct activities of this department.*

**Dept. Head:** \_\_\_\_\_

**Council:** \_\_\_\_\_

**CFO:** \_\_\_\_\_

*Certification of Availability of Funds*

*If an expenditure is over \$250, please provide additional 2 quotes below:*

**Vendor 1:** \_\_\_\_\_ **Price:** \_\_\_\_\_

**Vendor 2:** \_\_\_\_\_ **Price:** \_\_\_\_\_

*If an expenditure is over \$1,000, three written price quotes must be attached.*