City of Mount Rainier
One Municipal Place, Mount Rainier, MD 20712
Telephone: 301-985-6552 Fax: 301-985-6595
(Note: City of Mount Rainier is exempt from State of Maryland Sales Tax)

PURCHASE REQUISITION

This form is being used for the following: (check all that apply)
□ Purchase of Goods & Services□ Purchase of Capital Equipment>□ $500 Lease Installment Purchase of Equipment >$500

Account Code:

Committee Group: _____

Committee Member Name: _____

Date of Request: _____

Date Required: _____

Vendor: _____

Unit	Description of Item	Estimated Unit Price	Actual Unit Price	Quantity	Quantity Received	Total Price ($)
			Total amount: $			

Committee Member Signature :_____ **Date:**_____

City Liaison:_____ **Date:**_____

City Manager Approved: _____ **Date:** _____

City Manager Denied: _____ **Date:**_____

Finance Department: Sign and Date

Rev. 10/23/20