

TASK FORCE FOR BUILDING RENEWAL

MATERIALS ONLY REQUISITION



Reference No: 309-_____
(To be assigned by Agency & included on all billings)

Date:

Agency:

Location/Site:

Building:

Project Name:

Project / BU#:

Vendor:

Vendor Cost: \$

(Attach vendor proposal)

Will there be an additional charge for freight ? YES___ NO___

Is vendor quote an exchange price ? YES___ NO___

Is this an amendment to the original requisition ? YES___ NO___

Additional Comments:

Submitted for approval by: _____

Projects under \$15,000 - One quote required

Projects between \$15,000 and \$40,000 - Three quotes required