



TOWN OF EDGARTOWN
PROCUREMENT DEPARTMENT

REQUISITION APPROVAL FORM
(\$5,000 - \$9,999)

PROJECT TITLE: _____

DEPARTMENT: _____ OWNER: _____

SUMMARY:

COST: _____ DATE: _____

- QUOTE ATTACHED
- INVOICE ATTACHED

FOR PROCUREMENT OFFICE:

PROJECT TYPE: _____ PREVAILING WAGE: _____

CAPITAL ASSET: _____

If yes, requires Accountant approval below

CPO APPROVAL _____ DATE _____

FOR TOWN ACCOUNTANT:

FUNDS REQUISITIONED SIGNED: _____ DATE: _____

ORG/OBJ: _____

AWARDED CONTRACTOR: _____