



AUDITOR-CONTROLLER

RIVERSIDE COUNTY AUDITOR-CONTROLLER  
**PURCHASE REQUEST**

| OFFICE USE ONLY |       |
|-----------------|-------|
| PR NO. _____    | _____ |
| DATE: _____     | _____ |
| BY: _____       | _____ |
| PO NO. _____    | _____ |

DATE: \_\_\_\_\_ REQUESTOR: \_\_\_\_\_ PHONE#: \_\_\_\_\_ DIVISION: \_\_\_\_\_

DATE WANTED: \_\_\_\_\_ SUGGESTED VENDOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_

REASON FOR PURCHASE (Explain): \_\_\_\_\_

| ITEM NO. | QUAN-TITY | UNITS | COMPLETE DESCRIPTION<br>IF MORE SPACE IS NEEDED, ATTACH SEPARATE SHEET | NOT TO EXCEED |          |
|----------|-----------|-------|--|---------------|----------|
|          |           |       |  | UNIT COST     | EXTENDED |
| 1        |           |       |  |               |          |
|          |           |       |  |               |          |
| 2        |           |       |  |               |          |
|          |           |       |  |               |          |
| 3        |           |       |  |               |          |
|          |           |       |  |               |          |

|                      |          |   |                     |
|----------------------|----------|---|---------------------|
| BUDGET APPROVAL (FA) | ITEM NO. | FUND / DEPT ID / DEPT ID - ACCOUNT / PROJECT ID | SHIPPING TOTAL COST |
|                      |          | 10000 / 1300100000 / 1300200000 - _____ / _____ | _____               |

|  |   |  |               |
|--|---|--|---------------|
|  | 1 |  | <b>NOTES:</b> |
|  | 2 |  |               |
|  | 3 |  |               |

**DIVISION HEAD APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

ACCOUNTS PAYABLE