



VENDOR INFORMATION

Vendor Name:	Vendor #:
Address:	Contact Name:
City/State/Zip	Phone #:
Email Address:	

DEPARTMENT INFORMATION

Department:	Fiscal Year Requested:
Requested by:	Date:

Letters of Credit have been established in lieu of Open Purchase Orders (MMC 3.24.090) and will be allowed on a very limited basis. They are designed to procure repetitive, high volume, low dollar value items on a continuing basis from local suppliers without specific approval. A maximum per purchase dollar amount not to exceed \$150 per day

BREIF DESCRIPTION OF ITEMS TO BE PURCHASED AND FREQUENCY OF NEED

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LIST OF AUTHORIZED DEPARTMENT PERSONNEL

Department Director Approval _____ Date _____

Director of Finance Approval _____ Date _____