

# Town of Berne: Requisition



<b>Requestor</b>	
<b>Address</b>	
<b>City &amp; State, Zip</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>Fiscal Year Required</b>	
<b>Purpose or Justification</b>	
<b>Department</b>	
<b>Contract or Bid Reference Number</b>	
<b>Budget Allotment</b>	<input type="checkbox"/> Expense is within adopted budget <input type="checkbox"/> Expense exceeds adopted budget
<b>Estimated Quantity if Applicable</b>	
<b>Other Notes :</b>	
<b>TOTAL REQUESTED</b>	\$

**REQUESTOR :** I, \_\_\_\_\_, hereby certify that this requisition is made for the purpose stated and that the funds requested are necessary for municipal operations

\_\_\_\_\_  
**Date** **Signature & Title**

**GRANTEE:** I, \_\_\_\_\_, certify that funds have been verified as available within the adopted budget and are authorized to be encumbered for this requisition.

\_\_\_\_\_  
**Date** **Signature: Joseph Giebelhaus,  
Town Supervisor & CFO**

**FOR OFFICE USE ONLY**

Purchase Order No.: \_\_\_\_\_

Approved Amount: \$ \_\_\_\_\_

Date Processed: \_\_\_\_\_