

Name_____

Date:_____

Chapter 11 PURCHASE REQUISITION

You are employed by Eberle Hardware, a retail hardware business, as manager of the lawn and garden department. On October 1, 20--, after completing an inventory, you decide that the following merchandise should be ordered:

- | | |
|---------------------------------------|-----------------------------|
| 15 All steel rubber-tire wheelbarrows | 24 Spade shovels |
| 25 Garden hose, 1/2", 50 ft. | 6 Long-handle spade shovels |
| 3 Power mower, 21" cut | 12 Spade forks |
| 5 Heavy duty rototillers | |

You would like delivery within 10 days and should be notified upon receipt of the merchandise. Using the form provided below, prepare the purchase requisition.

		Purchase Requisition 110 E. Kirkwood Ave. Indianapolis, IN 46011-3274	
		Requisition No. <u>502</u>	
Required for Department _____		Date Issued _____	
Advise _____ On Delivery		Date Required _____	
Quantity	Description		
Approved By _____		Requisition Placed By _____	
DEPARTMENT MANAGER'S MEMORANDUM			
		Issued To _____	
Purchase Order No. _____		_____	
Date _____		_____	