

# NORTHWEST SADDLE CLUB INC.

PO Box 405, Hugo, MN 55038

## NWSC Purchase Requisition Form

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

Purchase Description: \_\_\_\_\_

Reason for Requisition : \_\_\_\_\_

Anticipated Cost: \_\_\_\_\_

Anticipated Place of Purchase: \_\_\_\_\_

Need for Price Comparison? \_\_\_\_\_ Where? \_\_\_\_\_

Need to be Bid? \_\_\_\_\_ Who? \_\_\_\_\_

Motion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion By Whom: \_\_\_\_\_ Second by Whom: \_\_\_\_\_

Signature of Treasurer: \_\_\_\_\_

Signature of President: \_\_\_\_\_

**Treasurer Only:**

Check #: \_\_\_\_\_

Date issued: \_\_\_\_\_

Amount: \_\_\_\_\_

Written to whom: \_\_\_\_\_

