



106 Jones Street

Watertown, WI 53094

Finance Dept: 920-262-4000

Date:

Purchase Requisition

Vendor Name:

Vendor Address:

Vendor Phone:

Payment Method:

☐ Vendor will bill

☐ Credit Card

☐ Issue Check

Description of Product or Service	Item #	Qty	Per Unit	Extended
Shipping / Handling				
TOTAL:				

Description of need and/or handling directions:

Ship to Location:

Alternate Bids/Proposals (name & amount):

Account Number:

Approval:

FinCom

Date:

PO#

Requestor's Name:

Date:

Requestor's Location:

Phone:

Supervisor Approval:

Date:

Finance Director Approval:

Date:

City of Watertown - Finance Department

Vendor #:

Ck #:

Date:

Certificate Frames	https://www.amazon.com/MCS-8-5x11-Format-12-Pack-65640/dp/B01616HZMM/ref=sr_1_6?keywords=certificate%2Bframes&qid=1636388390&qsid=145-9495874-3750454&sr=8-6&sres=B07Z4PFKTQ%2CB01616HZMM%2CB0876YVW4M%2CB0876ZGJ69%2CB00YCUD8CQ%2CB0886H2PJH%2CB0886JCTQ3%2CB07QL5W6RM%2CB00XCZVJ5K%2CB087CJBXTR%2CB08CGYV1H6%2CB09195B3WY%2CB0876XV5P1%2CB0915WZNQV%2CB01MSSOW7F%2CB07VLQHB4L%2CB08NWK1ST6%2CB07Q1JQ2VH%2CB074T65SQX%2CB09D3219NQ&srpt=PICTURE_FRAME&th=1
Ice Scraper	https://www.amazon.com/AstroAI-Detachable-Scraper-Ergonomic-Removal/dp/B07V37GVY9/ref=sr_1_5?crid=YXNIZTNU4MKU&keywords=ice+scraper&qid=1636118099&qsid=135-5697797-0444955&srefix=ice+scraper%2Caps%2C122&sr=8-5&sres=B07V37GVY9%2CB000BPLNXC%2CB07V26CHW8%2CB09FBVWKD8%2CB000BQSYLA%2CB099DXLY5K%2CB001DKO3X6%2CB071F6W896%2CB08L7Z7H61%2CB000BQQWR8%2CB07YFSTHRC%2CB08JGGQ7K9%2CB072889TP5%2CB09B9MVZQ7%2CB08NSSGHTW%2CB08FCBK5QK%2CB07XTFJG1Q%2CB01K8BY89E%2CB08BWFJC1J%2CB000KKLJSC
Meditation/Self-Care Cards	https://www.amazon.com/Stress-Less-Cards-Mindfulness-Meditation/dp/B088BXDJPZ/ref=sr_1_5?crid=186PK3HYKURYU&keywords=self+care+cards&qid=1636117986&qsid=135-5697797-0444955&srefix=self+care+cards%2Caps%2C120&sr=8-5&sres=B088BXDJPZ%2CB082P7C6ZL%2CB08L8CLYYK%2CB07VLPKG4X%2CB08VC1C4MW%2CB08H2D4NS3%2C156170900X%2CB08T21NRCG%2CB09CMVVJ2H%2CB089ZVS591%2CB08CGFX5K1%2CB08RQXJFJ3%2CB08L9975TB%2CB07WT8X6Y8%2CB0976GJ354%2CB08TB4RL4F%2CB08TB5Y83W%2CB01AX18070%2CB08Z3WYDWG%2CB08973HY33
12oz Slim Can Handler	https://www.amazon.com/12oz-Slim-Handler-patent-pending/dp/B08YJBMZTY/ref=sr_1_9?crid=1U6LMW9924WRK&keywords=can+coozie+with+handle&qid=1636118325&qsid=135-5697797-0444955&srefix=can+coozie+with+handle%2Caps%2C111&sr=8-9&sres=B095S99CSP%2CB07DTFH16S%2CB07W4NVV8W%2CB07X9LHR6Y%2CB07TDP23WP%2CB0817L711S%2CB08YJ973HY%2CB08YJBMZTY%2CB091SJ723G%2CB08YJHS8KD%2CB0842S13BB%2CB092683BGY%2CB09C3FRGB7%2CB076H8WJX2%2CB08P3J4TL7%2CB07DY5VW99%2CB097MYLZ2P%2CB08YJ6MBH8%2CB07Y5M6GKH%2CB07S3XG4MC

