

# OFF CYCLE REQUISITION FOR CHECK\*

rev. 1 26 2012

references: §11 OS 17-102 & Ordinance § 37.010, exception: emergencies declared by City Council

<b>Date</b>		<b>P.O.#</b>		
<b>Vendor #</b>		<b>Dept.</b>		
<b>Vendor</b>		<b>Fund</b>	<b>Dept.</b>	
<b>RFAP #*</b>		<b>Acct.</b>	<b>Code</b>	
<b>Check Date</b>		<b>Check No.</b>		

Invoice #	Qty	Description	Unit Price	Total Price
<b>TOTAL</b>				

Please provide an justification for an off cycle / manual check which states they can't use our regular check cycle: submit invoice with PO# prior to 26th of month & checks are processed the 2nd Wednesday of the following month:

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Are Funds Available for this Purchase?      Yes      No

\_\_\_\_\_ **Department Head\***

\*you are responsible to get an RFAP and or 3 informal quotes to attach any time you are spending over \$2,000 for any single person or transaction, splitting of invoices to stay under \$2,000 is prohibited

\_\_\_\_\_ **City Clerk**

\_\_\_\_\_ **City Treasurer**

\_\_\_\_\_ **Approved By: City Manager**