

- 311 STREETS & DRAINAGE
- 313 ADMINISTRATION
- 315 TRAFFIC & SAFETY
- 325 ENGINEERING
- 335 MAINTENANCE GARAGE
- 815 WATER
- 825 SEWER

CITY OF GULFPORT

Department of Public Works

PURCHASE REQUEST

DATE _____

REQUESTOR _____

DEPT _____

ACCT # _____

BID GRP _____

P.O. NUMBER _____

SUGGESTED VENDOR _____

VENDOR # _____

POC _____

PHONE # _____

FAX # _____

LINE	QTY	UOM	ITEM #	DESCRIPTION	UNIT COST	EXTENDED COST
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

SHIPPING INFO _____

FREIGHT / SHIPPING _____

TOTAL _____

COMMENTS / JUSTIFICATION

AUTHORIZED SIGNATURE _____ DATE _____ DOC # _____