



NEW ORLEANS AVIATION BOARD PROCUREMENT/ RECEIPT ACKNOWLEDGEMENT FORM

* Vendor must be registered with the City of New Orleans.

TO REGISTER:

<http://www.purchasing.cityofno.com/bsa/login.jsp>

Date	Requested By	Department			
Requisition #		P.O. #			
Vendor				Phone Number	
Address			Tax ID #		
City	State	Zip Code	Vendor #		
Reason for Purchase					
<input type="checkbox"/> I have checked the Department's current budget and funds are available for each account listed. <input type="checkbox"/> I have checked the Warehouse and the requested items are not stocked. I confirm: <input type="checkbox"/> a contract exists # _____ <input type="checkbox"/> a contract is NOT required Attachment: <input type="checkbox"/> Informal Bid Quote Form <input type="checkbox"/> Other _____ <input type="checkbox"/> Bid Procurement Authorization Form <input type="checkbox"/> Contract					
_____		_____		_____	
Department Manager		Date		Director or Deputy Director	
				Date	

ITEM DESCRIPTION 1).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE

ITEM DESCRIPTION 2).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE

ITEM DESCRIPTION 3).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE

ITEM DESCRIPTION 4).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE

TOTAL AMOUNT OF REQUEST _____

ITEM DESCRIPTION 5).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE

ITEM DESCRIPTION 6).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE

ITEM DESCRIPTION 7).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE

ITEM DESCRIPTION 8).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE

ITEM DESCRIPTION 9).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE

ITEM DESCRIPTION 10).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE

ITEM DESCRIPTION 11).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE

ITEM DESCRIPTION 12).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE

ITEM DESCRIPTION 13).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE

ITEM DESCRIPTION 14).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE

ITEM DESCRIPTION 15).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE

ITEM DESCRIPTION 16).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE

ITEM DESCRIPTION 17).

QTY.	UNIT PRICE	UOM	TOTAL PRICE	FUND	DEPT.	COST CTR.	ACCT. #	PROJ.	COM. CODE	OBJ. CODE