



# 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>

<b>Date</b>	<b>Requested By</b>	<b>Department</b>			
<b>Requisition #</b>		<b>P.O. #</b>			
<b>Vendor</b>				<b>Phone Number</b>	
<b>Address</b>			<b>Tax ID #</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Vendor #</b>		
<b>Reason for Purchase</b>					
<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