

NORTHWEST SADDLE CLUB INC.

PO Box 405, Hugo, MN 55038

NWSC Purchase Requisition Form

Date: _____

Purchase Description: _____

Reason for Requisition : _____

Anticipated Cost: _____

Anticipated Place of Purchase: _____

Need for Price Comparison? _____ Where? _____

Need to be Bid? _____ Who? _____

Motion: _____

Motion By Whom: _____ Second by Whom: _____

Signature of Treasurer: _____

Signature of President: _____

Treasurer Only:

Check #: _____

Date issued: _____

Amount: _____

Written to whom: _____

