

State of South Carolina - Purchasing Requisition

Req. No. _____

Date: _____

P.O. Number _____

Date of P.O. _____

Invoice To: _____	Code _____
Ship Or Deliver To: _____	Code _____

Agency Accounting Information: _____	Code _____
S <input type="checkbox"/> R <input type="checkbox"/> D <input type="checkbox"/>	
<input type="checkbox"/> Confirmation Order Dated _____	

Term Non-T SPL Buyer No. _____

Delivery Date _____

F.O.B. Dest. Other _____

Discount Terms _____

Contract No. _____ Pre Pay Freight & Add To Invoice

ITEM	QTY	UNIT OF MEAS.	COMMODITY CODE	EST. UNIT COST	UNIT PRICE	TOTAL PRICE
DESCRIPTION: (use separate form for each class)						

Phone No. of Requestor _____

Requested Delivery Date: _____

Title _____ Date _____

Requestor _____ Date _____

Title _____ Date _____

Authorized _____ Date _____

Title _____ Date _____

Approved _____ (Must Be Signed)

Special Delivery Instructions

Installed

The approver certifies that the items indicated hereon are for the exclusive use of the public agency named, that they are exempt from Federal Excise Tax and if the items are used otherwise than stated hereon such facts will be reported by the undersigned to the manufacturer as required by law and that failure to do so will subject the undersigned and all guilty parties to a fine of not more than \$10,000.00 or to imprisonment for not more than five years, or both, together with cost of prosecution.

Original - Purchasing

FELN. OR SOC. SEC. NO.	BIDDER	BIDDER	BIDDER	BIDDER
COMPANY NAME				
PERSON QUOTING				
PHONE NUMBER				
DISCOUNT				
DELIVERY				

DATE: _____

BUYER: _____

ITEM	QUANTITY	U/M	BIDDER		BIDDER		BIDDER		BIDDER		TOTAL
			UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL	
			TOTAL								

COMMENTS: