

# State of South Carolina - Purchasing Requisition

Req. No. \_\_\_\_\_  
Date: \_\_\_\_\_

P.O. Number \_\_\_\_\_  
Date of P.O. \_\_\_\_\_

Vendor (MMO Use Only) \_\_\_\_\_ Code \_\_\_\_\_  
Ship Or Deliver To: \_\_\_\_\_ Code \_\_\_\_\_

Invoice To: \_\_\_\_\_ Code \_\_\_\_\_

Term  Non-T  SPL  Buyer No. \_\_\_\_\_  
 Delivery Date \_\_\_\_\_  
 F.O.B. Dest.  Other \_\_\_\_\_  
 Discount Terms \_\_\_\_\_  
 Contract No. \_\_\_\_\_ Pre Pay Freight & Add To Invoice

Agency Accounting Information:

S \_\_\_\_\_ R \_\_\_\_\_ D \_\_\_\_\_  
 Confirmation Order Dated \_\_\_\_\_

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

**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.

Memoranda

Original - Purchasing

Phone No. of Requestor \_\_\_\_\_  
 Requested Delivery Date: \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_  
 Requestor \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_  
 Authorized \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_  
 Approved \_\_\_\_\_ (Must Be Signed)

DATE: \_\_\_\_\_

BUYER: \_\_\_\_\_

	BIDDER		BIDDER		BIDDER		BIDDER	
	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL
FEIN. OR SOC. SEC. NO.								
COMPANY NAME								
PERSON QUOTING								
PHONE NUMBER								
DISCOUNT								
DELIVERY								

ITEM	QUANTITY	U/M	ITEM	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL
<b>TOTAL</b>									

COMMENTS: