



# PROCUREMENT SERVICES

## Procurement Code Book Request Form

Requestor Name: \_\_\_\_\_

Agency Name & SCEIS Number: \_\_\_\_\_

Agency Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2020 Procurement Code books are \$23 each and shipping is approximately \$10.00 for a maximum of 5 books. For shipping information for orders over 5 books, please contact DPS Receivables at [dps-receivables@mmo.sc.gov](mailto:dps-receivables@mmo.sc.gov). Invoices will be sent after the items have been received.

Please indicate the number of items being requested:

Item	# Requested
2020 Code Book	

Please make checks payable to:

SFAA-Division of Procurement Services  
Attn: Procurement Code Book Request  
1333 Main Street, Ste. 700  
Columbia, SC 29201

Email this form to: [dps-receivables@mmo.sc.gov](mailto:dps-receivables@mmo.sc.gov) to ensure proper processing of your request

We will pick up the books in person

Please ship the books to the agency address

Signature (upon pick up) \_\_\_\_\_ Date \_\_\_\_\_