

Department: 5001

Fund/Department Number: 199-5115-640-51-02

NOTE: ATTACH THREE OF EACH SAMPLE OR TWO COPIES OTHER BACK UP AND FORWARD TO PURCHASING DEPARTMENT

Date: 07/07/2011

Items

Needed By ASAP

Deliver to IT

ecg COPY



Requisitioned by Tawana

Employee to Contact

x5180

Tel./Ext. #

Suggested Vendor

I certify the above are required for discharge of my official duty and I hereby authorize the Purchasing Agent to commit budgeted funds for the purchase hereof and I further certify that the requisition contains all separate, sequential and/or components of the item(s) listed and that requirements are not requested in a manner to avoid competitive

M/S

Project No. GT053D

Date

Department Head

TO AVOID DELAY: GIVE COMPLETE, ACCURATE, DETAILED DESCRIPTIONS DESCRIPTION AND SPECIFICATIONS

COMMODITY	SUB COMMODITY	REQUIRED QUANTITY	UNIT	DESCRIPTION	ESTIMATED COST	VENDOR #1	VENDOR #2	VENDOR #3
		1		Upgrade to iPhone 4	199.00			
		1		Otterbox Cover	34.99			
				ICAC 2011 Grant				
				Total	233.99			

Selected Vendor

OPEN MARKET

Vendor's Name

QUOTE

PAYMENT

CONTRACT #

OTHER

1

2

3

Promised Date

Vendor No.

Shipping \$

Included

Ppy and Add

Date

Purchasing Agent

Purchase Order No. _____
 Court Order No. _____
 Inventory Item _____
 Req Entered _____
 Assigned to _____
 Updated by _____
 1st Level Approval _____
 Insufficient Funds _____
 Pending Court Appy. _____
 2nd Level Approval _____
 Coded _____
 Buyer Processing _____