

PO #: _____

DATE: _____

FOR PROCUREMENT OFFICE USE ONLY

SPARTANBURG COUNTY -- PURCHASE REQUISITION

Spartanburg County Purchasing Department, PO Box 5666, Spartanburg SC 29304

BUDGET & DEPARTMENT ACCOUNT INFORMATION

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EX.- 01 09 09171 91234

DEPARTMENT & DIVISION: _____

PROJECT NUMBER: _____

SC STATE CONTRACT or
WSCA INFO: _____

SHIP TO / DELIVERY ADDRESS:

VENDOR INFO:

NAME _____
ADDRESS _____
PHONE _____
EMAIL _____

- RETURN TO SENDER FOR:**
- SIGNATURE
 - INSUFFICIENT FUNDS
 - ACCOUNT NO. INCORRECT/MISSING
 - OTHER
- MAKE CORRECTION(S) AND RETURN**

Quantity	Units	Item description / re-order number	Unit Price	Total Price
Additional Comments <u>OR</u> Message to be inserted on PO			SUBTOTAL	
			SALES TAX	
			TOTAL	

PURCHASING DEPARTMENT APPROVAL:

PURCHASING DATE:

DEPARTMENT HEAD or AUTHORIZED SIGNATURE

FOR PURCHASE ORDER TO BE ISSUED:

- Under \$1,000 - Completed form + copy of quote
- \$1,000 to \$4,999.99 - Completed form + copy of 2 competitive quotes
- \$5,000 to \$29,999.99 - Completed form + copy of 3 competitive quotes
- SOLE/SINGLE SOURCE - Completed forms & dated letter from vendor on letterhead