

WHITLEY COUNTY BOARD OF EDUCATION

300 Main Street
Williamsburg, KY 40769
Phone 606-549-7000 FAX 606-549-7899

PURCHASE REQUEST/PRICE QUOTATIONS WORKSHEET

SUPPLIER: _____ _____ _____ DATE: _____ _____	SCHOOL NAME: _____ DEPARTMENT: _____ PROGRAM OR FUND: _____ CODE: _____
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(THIS FORM MUST BE COMPLETED FOR ALL PURCHASES)

		COMPANY NAME		COMPANY NAME		COMPANY NAME	
QTY.	ITEM DESCRIPTION	EACH	TOTAL	EACH	TOTAL	EACH	TOTAL
		Sub Total:					
		Shipping & handling:					
		Other costs:					
		Total amount:					

PLEASE CHECK ALL APPLICABLE BOXES:

<input type="checkbox"/> Negotiated Price <input type="checkbox"/> Items on Board of Education Bid <input type="checkbox"/> State Price Contract/KEDC Contract # _____ <input type="checkbox"/> Single Source <input type="checkbox"/> Other Please specify _____	FINANCE OFFICE USE ONLY: PD AUTH. RECEIVED _____ OTHER _____
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REMARKS: _____

PURCHASE ORDER REQUESTED BY: _____	DATE: _____
PURCHASE ORDER APPROVED BY: _____	DATE: _____
PURCHASE AUTHORIZED BY: _____	DATE: _____

TOTAL OF PURCHASE ORDER	PURCHASE ORDER NUMBER