Purchase Requisition

DEPARTMENTAL USE ONLY	
Requisition Number:	*Date:*
Purchase Order Number:	
Receiver Number:	*Date:*

Suggested Vendor: _____ Vendor FID/SS Number: _____

Vendor Phone: Vendor Fax: E-mail:

New Vendor Address: _____

Vendor Contact: Website

Requester Name:		Date Merchandise Needed:	
Cardholder Name:	☐ *Credit Card #:*		*Exp. Date:*

☐ Pick-up Order ☐ Telephone Order ☐ e-Commerce (Internet) Order * ☐ Fax Order ☐Email Order

Chart field String To Be Charged:

School Location:	Bookkeeper:	Phone Number:	
Address:		Email:	

Item Number	Qty.	Description of Procured Items / Services **	Unit Price	Extended Price

Requisition Justification/Comments: Procurement Exemption:

HCS Contract Number: SC State Contract Number:

☐ Additional Quotes attached for items that are *not available under a contract or do not fall under a Procurement Exemption*:

☐ $1,500.01 - $5,000 Solicitation of verbal or written quotes from (3) three suppliers.
☐ $5,000-$10,000 Soliciation of written quotes from (3) suppliers.
☐ $10,000.01 Procurement will handle obtaining the quotes.
(When comparing total cost on quotes, DO include shipping/delivery, but DO NOT include sales tax)

Sub-Total:	$
Shipping:	$
***TOTAL:	$
Sales/UseTax:	$

☐ Price is fair & reasonable

*Attach order confirmation to original requisition after placing order. ** Itemize or general description with list attached. Budget available for this purchase ☐ Yes Initials:

APPROVALS REQUIRED:

Principal/Authorized Approval: _____ *Approval Date:*

*Other Authorized Approval:** _____ *Approval Date:*

*(For Procurement Card use in excess of $1,500 contact P-card Administrator.)