

**THIS IS NOT A PURCHASE ORDER!!**

**REQUISITION**  
 Onslow County Board of Education  
 200 Broadhurst Road  
 Jacksonville, NC 28540

Date: \_\_\_\_\_

P. O. # \_\_\_\_\_

Vendor #: \_\_\_\_\_ Catalog # \_\_\_\_\_

Dept/School: \_\_\_\_\_

Vendor: \_\_\_\_\_

Attn: \_\_\_\_\_

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

Fund Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fund Code: \_\_\_\_\_

FAX: \_\_\_\_\_

Prepared By: \_\_\_\_\_

QTY	PAGE #	PART #	DESCRIPTION	UNIT PRICE	TOTAL

\_\_\_\_\_ **Confirming Order Only.** Less Discount of \_\_\_\_\_ Percent

\_\_\_\_\_ **Sole Source Provider (Documentation Attached)** Shipping & Handling (Taxable)

**Sub-Total**

**CHECK ONE OF THE FOLLOWING:** **Sales Tax**

\_\_\_\_\_ **From State Term Contract Number** \_\_\_\_\_ **TOTAL**

\_\_\_\_\_ **Below Minimum Order Amount of State Term Contract Number** \_\_\_\_\_

\_\_\_\_\_ **Total is Under \$2,500 & not on State Term Contract – No quotes are needed.**

\_\_\_\_\_ **Total is \$2,500 to \$5,000 & not on State Term Contract (Competitive Quote Sheet Attached)**

\_\_\_\_\_ **Total is over \$5,000 & not on State Term Contract. REQUISITION MUST BE SENT TO PURCHASING DEPT. FOR BID.**

**REQUISITION APPROVED BY:** \_\_\_\_\_