CHAMBERS COUNTY
DEPARTMENTAL REQUISITION

FORM 14-103

A separate requisition should be completed for each category below:

- ☐ Office Supplies
- ☐ Computer Supplies
- ☐ Office Equipment
- ☐ Data Processing Equipment
- ☐ Equipment Repairs
- ☐ Equipment Rental/Lease
- ☐ Equipment Maint. Contract
- ☐ Printing
- ☐ Dues
- ☐ Registration Fees
- ☐ Food Commodities
- ☐ Janitorial Supplies
- ☐ Building Repairs or Construction (Specify Location)
- ☐ Materials for Repairs/Construction (Specify Location)
- ☐ Acquisition of Service
- ☐ Copy Paper/Copier Supplies
- ☐ Postage/Box Rent
- ☐ Subscriptions
- ☐ Insurance / Bonds
- ☐ Other

Requisition Date: _____

Office/Department Requesting: _____

Delivery Address: _____

Approved by: _____
Official / Department Head / Authorized Person

Requisition No.: _____
(YY-DEPT#-000)

Date Received by Purchasing: _____

Date Sent to Auditor: _____

Date Returned to Purchasing: _____

Approved by:

_____ Elected / Authorized Official _____ Date

_____ County Auditor _____ Date

Blanket PO ☐ Open PO ☐

Qty	Description / Specification	Date Needed	Budget Account # to Take Out of	Vendor #	Vendor Name	Date Ordered	Unit Price	Extended Price	Budget Account # to Reimburse	Purchase Order #
								0.00		
								0.00		
								0.00		
								0.00		
								0.00		
								0.00		
								0.00		
								0.00		
								0.00		
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