REQUISITION OF FRANKLIN COUNTY

(FOR ISSUE OF PURCHASE ORDER)

DATE: _____

For all purchases exceeding $500.00, please list at least 2 additional price quotes on separate sheet and attach to form.

Bill To Department: _____

Accounts Payable Address:
Mail to Department that Places Order

or c/o Franklin County Finance Department
PO Box 518, Winchester, TN 37398
Phone: 931-967-1279 Fax: 931-962-1473

Ship to Address:

VENDOR/CO: _____

ADDRESS: _____

PHONE: _____

CELL: _____

FAX: _____

ATTN: _____

PHONE: _____

Please Mark if Applicable:

Sole Source	Bid Item on File

Order to be placed by Purchasing Specialist @ Finance Department:

YES		NO	

FUND	DEPARTMENT	EXPENSE LINE

Sub Funds, Cost Centers & Sub Obj are mainly for BOE

SUB FUND	COST CENTER	SUB OBJECT

Item No.	Quantity	Description	Unit Price	Total Price

COMMENTS:	**P.O. TOTAL**	

REQUESTED BY:	APPROVED BY:	FINANCE DEPARTMENT PO #