

# REQUISITION OF FRANKLIN COUNTY

(FOR ISSUE OF PURCHASE ORDER)

DATE: \_\_\_\_\_

For all purchases exceeding \$10,000.00, please list at least 2 additional price quotes on separate sheet and attach to form.

VENDOR/CO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CELL: \_\_\_\_\_

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

Please Mark  
if Applicable:

Sole Source	Bid Item on File

FUND	DEPARTMENT	EXPENSE LINE

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

SUB FUND	COST CENTER	SUB OBJECT

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: \_\_\_\_\_

ATTN: \_\_\_\_\_

PHONE: \_\_\_\_\_

Order to be placed by Purchasing Agent @ Finance  
Department:

YES		NO	
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Item No.	Quantity	Description	Unit Price	Total Price
				-
				-
				-
				-
				-
				-
				-
				-

COMMENTS:

P.O. TOTAL

-

REQUESTED BY:

APPROVED BY:

FINANCE DEPARTMENT PO #