

Purchase Requisition Fluvanna County Offices P.O. Box 540 Palmyra, Virginia 22963

Paguisition Data:			Depa	rtment Contact: _			
Requisition Date: Contract on file?: Contract #:							
Contract on lile?: Contract #.		- Purchase Order Type:					
Account to be charged:		If change order, provide original PO #:					
Account to be charged:							
Account to be charged:			FISC	al Year of PO:			
Account to be charged:			D. 1	 .			
Vendor Name		Deliver To: Address:					
Vandar Number:							
voluel Hallison			State: Zip Code:				
Address:							
City:							
State: Zip Code:			Tern	ns:			
Phone Number: Ship Via:							
Fax Number:							
Contact Name:			Req	uested Delivery D	ate:		
Description	Part Number	Qty.	UoM	Unit Price	Amount	Object Code	
Special Instructions/Comments:				Total:			
		Total.				_	
			Shipping Charge:				
				Grand Total:			
	7						
Mail PO to Vendor	E-mail PO to Vendor						
Fax PO to Vendor							
Return Purchase Order To:							
retain include order to.			_				
	Page 1 of	2		Approved By - Depa	rtment Head		

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here will the item(s) be used?	
riefly explain use:	

General Instructions:

- 1. All purchase requisitions must be submitted to the Finance Department for approval and processing.
- 2. Any purchases exceeding \$50,000 must have the Fluvanna County Board of Supervisors approval before purchase.