|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TRI-COUNTY TECHNICAL COLLEGE**  **REQUISITION FORM FOR SUPPLIES/SERVICES/EQUIPMENT**  (Complete all sections) | | | | | | | | | |
| **DATE**:  **ITEM REQUIRED FOR**:  **SPECIAL INSTRUCTIONS**: | | | | | | **CHARGE TO DEPT/ORG CODE:**  **ACCOUNT #:** | | | |
| **SUGGESTED VENDOR/ADDRESS:**  **SPECIFIC DELIVERY LOCATION**: | | | | | | **SOURCE OF PRICE**:  S.C. State Contract #:  Written Quote #: | | | |
| **PLEASE PURCHASE THE FOLLOWING:** | | | | | | | | | |
| **Item** | | **Qty** | **UOM** | **Description** | | | **Unit**  **Price** | **Total**  **Price** | |
| 1. | |  |  |  | | |  |  | |
| 2. | |  |  |  | | |  |  | |
| 3. | |  |  |  | | |  |  | |
| 4. | |  |  |  | | |  |  | |
| 5. | |  |  |  | | |  |  | |
| 6. | |  |  |  | | |  |  | |
| Do you know of a vendor operated by a minority person from whom a quote could be solicited? | | | | | **SUBTOTAL** | | $ | | |
| **APPROX. S&H** | | $ | | |
| **7% TAX** | | $ | | |
| Yes: No: | | | | | **TOTAL** | | $ | | |
|  | | | | | | | | | |
| **SUBMITTED BY:** | | | | |  | | **Date** | |  |
| **APPROVED: Dept.** | | | | |  | | **Date** | |  |
| **APPROVED: Division** | | | | |  | | **Date** | |  |
| **APPROVED: Vice President** | | | | |  | | **Date** | |  |
|  | **APPROVED:** (Business Office) | | | |  | | **Date** | |  |
| Purchases up to $10,000.00 require one quote. Purchases from $10,000.01 to $25,000 require written solicitation to obtain 3 direct quotes. For purchases above $25,000.01, contact Purchasing office. Purchasing above $50,000 will be bid through MMO/CIO. Purchasing office will determine if prices are fair and reasonable. | | | | | | | | | |