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| **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. |