

BALDWIN COUNTY SUPPLY REQUISITION

"EXHIBIT 1"

DEPARTMENT INFORMATION

DATE _____
 DEPT _____
 SHIP TO _____

STATE BID# _____
 COUNTY BID # _____
 QUOTE # _____

VENDOR INFORMATION

NAME _____
 ADDRESS _____
 PHONE _____
 NAME _____

LINE #	COST CENTER	QTY	U/M		PRODUCT NUMBER AND DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
*****	*****	*****	*****	*****	REQUISITION TOTAL		

REQUESTED BY: _____

APPROVED BY: _____

EMPLOYEE NUMBER: _____

PURCHASE ORDER # _____