Ship To:

- ☐ Davidson Campus
- ☐ Davie Campus
- ☐ Uptown Lexington
- ☐ Tville Education Ctr.
- ☐ Tville WACE Bldg.

Davidson County Community College
P. O. Box 1287
Lexington, NC 27293-1287

Purchase Request

Request #

Suggested Vendor:

Vendor #

From:
Date:
Department/Program:
Date Needed: ASAP

Check One:

- ☐ Eprocurement
- ☐ Mail Check With PO
- ☐ Fax PO FAX #:
- ☐ Return PO to:
- ☐ Item(s) ordered - Do Not Duplicate

Budget Code #

		-				-			-						-					

State Contract #:

Check One:

- ☐ Supplies
- ☐ Replacement & Repair
- ☐ Equipment
- ☐ Maintenance
- ☐ Other

Check one: Are Items Recycled?

- ☐ Yes
- ☐ No

Justification: (State how items are to be used or which courses require purchase for instructional purpose.

Line Item #	Unit of Issue	Qty.	Item #	Description (Give Complete Specifications)	Unit Price	Total	Tax Exempt - Off. Use
1						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	

	Merchandise Total	$ -
	Shipping	
Tax:	7.75%	$ -
	Other fees	
	Total	$ -

Approved by Appropriate Budget Manager Date

Enter Budget Manager Password for Approval:
(password will not be shown)

Updated: 8/31/09