

COAHOMA COMMUNITY COLLEGE & AGRICULTURAL HIGH SCHOOL PURCHASE REQUISITION

To: The Purchasing Department

NAME and ADDRESS OF VENDOR(S) Suggested

DATE: ORDER NO:

DEPARTMENT DIVISION

DELIVER TO:
(Bldg) (Room)

To be used for:

DO NOT FILL IN THIS SPACE	
PROMISE DATE: <input style="width: 150px;" type="text"/>	SHIPPED DATE <input style="width: 150px;" type="text"/>
P.O. NO. <input style="width: 150px;" type="text"/>	BID FILE NO. <input style="width: 100px;" type="text"/>

QUANTITY	STOCK #	Please Give Full & Complete Specifications	Actual Price	TOTAL
			TOTAL	

College Policy: The Purchase Agent is vested with the sole authority to order materials and contract for service.
The College will honor no obligation except on a previously issued and duly authorized Purchase Order.

Fund, Department & Object Code:	
Requested By:	

Approved Division Dir. and Dept. Head

Purchasing Agent (Business Manager)
Approved Vivian M. Presley. President