

## COURTS

### Purchasing Requisition

Please complete this form and send to AOC Purchasing.

Requested by:	Phone #:	Email:
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Unit:	Appropriation:	Object Code:
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Suggested source: (If sole source, attach Sole Source Request Form.)
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**Item(s) to be purchased:** (Attach bids or telephone quote sheet if appropriate.)

Quantity:	Description:	Estimated Cost:

Date required:	One time purchase:	Contract:
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Bill to:	Ship to:

Approved by:	
Signature	Printed name