



CATOOSA COUNTY, GEORGIA
REQUISITION FOR SUPPLIES AND EQUIPMENT

PO NUMBER

DEPT NAME: _____ DEPT. NUMBER: _____

VENDOR:	NOTES:	DATE
	REQUESTED BY	QUOTES
	INVOICE NUMBER	

VENDOR NUMBER	EXPENDITURE NUMBER	ESTIMATED COST
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Quantity	DESCRIPTION	UNIT PRICE	TOTAL
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

GRAND TOTAL		
IS LABOR OVER \$2499.99 YES NO		NOTES:
IF YES, LABOR AMOUNT: _____		

DEPARTMENT APPROVAL: _____

PURCHASE APPROVAL: _____