



PO Box 661  
5345 Esserville Road  
Norton, VA 24273  
800.286.8106

# Purchase Requisition

A-107

Date Requested: \_\_\_\_\_  
Date Required: \_\_\_\_\_  
Requested By: \_\_\_\_\_  
Location/Worksite: \_\_\_\_\_  
Position: \_\_\_\_\_  
Ship to Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vendor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

| Item #                | Item Description | Quantity | Unit Price | Amount |
|-----------------------|------------------|----------|------------|--------|
|                       |                  |          |            |        |
|                       |                  |          |            |        |
|                       |                  |          |            |        |
|                       |                  |          |            |        |
|                       |                  |          |            |        |
|                       |                  |          |            |        |
|                       |                  |          |            |        |
|                       |                  |          |            |        |
|                       |                  |          |            |        |
|                       |                  |          |            |        |
| SUBTOTAL              |                  |          |            |        |
| SHIPPING AND HANDLING |                  |          |            |        |
| <b>TOTAL DUE</b>      |                  |          |            |        |

Justification:

| Authorization   |   |
|---|---|
| <p>Are funds available?    Yes    No</p> <p>Charge to:</p> <p style="padding-left: 20px;">Head Start Funds</p> <p style="padding-left: 20px;">Early Head Start Funds</p> <p style="padding-left: 20px;">State Funds</p> <p>_____</p> <p>Comptroller</p> | <p style="text-align: center;">Approved</p> <p style="text-align: center;">Denied</p> <p>_____</p> <p>Purchasing Agent</p> <p>_____</p> <p>Date</p> <p>Purchase Order # _____</p> |

Attach a file here: