CLARKE COUNTY JOINT ADMINISTRATIVE SERVICES - PURCHASING DEPARTMENT
129 Ramsburg Lane
Berryville VA 22611
Phone: (540) 955-5148 or (540) 955-5185 Fax (540) 955-0456

CENTRAL STORE REQUISITION

PERSON REQUESTING GOODS	ACCOUNT TO BE CHARGED					
	FD	PRJ	CC	PGM	FUNC	OBJ

Please note: Central Store will attempt to stock basic items for immediate pick-up or next day delivery. Allow two to four weeks for non-stock items such as special requests for a large amount of a certain item, printed materials, etc. At times, substitutions may be made. If you will not accept a substitute, indicate "NO SUB" in the description column.

QUANTITY	UNIT	ITEM(S) REQUESTED (list a basic description of what is needed – **please be sure to use item/part number**)	ESTIMATED PRICE PER UNIT	TOTAL PRICE
2	**Doz**	**Pen, Bic Round Stic, GSF-11, black ink, fine point (EXAMPLE)**	**$ 1.00**	**$ 2.00**
			TOTAL	

ACCOUNT MANAGER APPROVAL: The goods and/or services above are budgeted, appropriated, and necessary.
Executive Approval is required for any requisition totaling more than $800.00.

ACCOUNT MANAGER	DATE
EXECUTIVE	DATE
THIS SECTION FOR PURCHASING USE ONLY	DATE FILLED
DATE RECEIVED	FILLED BY
INVENTORIED BY (date/initials)	PARTIAL _____ COMPLETE _____