DINWIDDIE COUNTY
OFFICE SUPPLY PURCHASE REQUISITION

ORDER DATE:		**NEEDED BY:**	
DEPT:		**EXPENDITURE CODE:**	
ATTN:		**SEND PRICING BEFORE ORDERING:**	☐ **Yes** ☐ **No**

Requisitions are due on Wednesday. Orders are placed each Thursday unless there is an immediate need for an item. All items will be priced from three different vendors and ordered from the cheapest vendor. If needed, pricing can be provided to you before the order is placed. Please put an * by items that require no substitution of brand.

			If have:		**To be completed by Admin**		**Order**
Qty	**Unit**	**Detail Description/Manufacturer #**	**Vendor**	**Item #**	**Vendor**	**Cost Ea**	**Yes/No**

Approval: _____

Department Manager Date