

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE DEPARTMENTAL PURCHASE REQUEST

THIS IS NOT AN OFFICIAL ORDER

| | | | | | |
|--------------------|--|-----------------|--|-------------------|--|
| VENDOR | | DATE | | PO # | |
| ADDRESS | | FEIN # | | CONTRACT # | |
| ADDRESS | | PHONE | | FAX | |
| CITY ST ZIP | | QUOTED B | | | |

| FUND | ORGANIZATION | ACCOUNT | AMOUNT |
|------|--------------|---------|--------|
| | | | |
| | | | |
| | | | |
| | | | |

| LINE | QUANTITY | DESCRIPTION | UNIT COST | TOTAL COST |
|--|----------|-------------|-----------|------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | 0.00 |
| 8 | | | | 0.00 |
| 9 | | | | 0.00 |
| 10 | | | | 0.00 |
| 11 | | | | 0.00 |
| 12 | | | | 0.00 |
| 13 | | | | 0.00 |
| 14 | | | | 0.00 |
| 15 | | | | 0.00 |
| 16 | | | | 0.00 |
| 17 | | | | 0.00 |
| 18 | | | | 0.00 |
| 19 | | | | 0.00 |
| 20 | | | | 0.00 |
| 21 | | | | 0.00 |
| 22 | | | | 0.00 |
| 23 | | | | 0.00 |
| 24 | | | | 0.00 |
| 25 | | | | 0.00 |
| 26 | | | | 0.00 |
| 27 | | | | 0.00 |
| 28 | | | | 0.00 |
| 29 | | | | 0.00 |
| 30 | | | | 0.00 |
| 31 | | | | 0.00 |
| 32 | | | | 0.00 |
| GRAND TOTAL IF ONE PAGE OR SUB TOTAL IF MORE THAN ONE PAGE | | | | 0.00 |

| | | | |
|--------------------------|-----------------|---|---|
| ORGANIZATION NAME | NRCTC | DEPT HEAD, IMMEDIATE SUPERVISOR, OR PROJ. ADMIN. (Grants/Projects) SIGNATURE | Larry Barnhill, VP Financial & Admin. Serv. |
| PREPARED BY | Zaheerah Madyun | DEPARTMENT HEAD SIGNATURE | |
| PREPARED FOR | Larry Barnhill | MAJOR ADMINISTRATOR SIGNATURE | |