	REG	UISTION (THIS I	S NOT	A PUR	CHASE	ORDER	.)		
Chesterfield Count 01 West Boulevar Chesterfield, SC 2		Date of Page of Date Required Department							
Vendor Number Requisition Number					Purchase Order Number				
Check if spendinCheck if exempt	g is for Title II from bidding p	or if a state contract price. (if , Part C, Subpart 2 Federal n process. ng:	nonies.	•					
Vendor Name: Address:				Account Number					
			Fund	Func.	Obj	Detail	Loc	Amount	
Ship to:			_						
			_						
		1							
Vendor Phone Number Vendor Fax Number									
vendor Fax Number					1		1 1		
Cat. No.	Cat. No. Item Description				Qty	Unit	Price.	Total	
							SubTotal Tax 8%		
Requested by:							Frt 10%		
-	Head:					Tota			

1.00 1,500.00 **Approved Purchase Order** \$ 5,000.00 \$ 1,500.01 **Three Verbal or Written Bids** 10,000.00 **Three Written Bids** \$ 5,000.01 \$ 25,000.00 Written Solicitation of sealed quotes, bids or proposals 10,000.01

\$

25,000.01and above(Must advertise in SC Business Opportunities)
Must have RFP by Procurement Director

The above amounts **include** sales tax and shipping. If Sole Source or State Contract <u>No Bids Needed</u>. Always attach Procurement Worksheet. Attach bids to requisition if bids are required.