

REQUEST FOR PURCHASE

This form is to be used for Perkins' purchases.

Date: _____

School & Dept. _____

Requested by: _____

Directions:

1. Complete this form for **Perkins'** purchase requests and return to mavis.jackson@fayette.kyschools.us and copy carl.hayden@fayette.kyschools.us.
2. Use **current** catalog information and prices (or check on internet for availability).
3. If using a new vendor, contact Chrisie Jackson (381-4168) for assistance with Determinations or Bid/Quote Process. (See *Purchasing Procedures* at www.fcps.net/purchasing for guidance on bids and quotes.)
4. Use separate sheets for separate vendors.
5. Shipping costs **must** be included.

VENDOR INFORMATION

Co. Name _____

Address _____

E-mail (if applicable) _____

| | | |
|------------------|-------------|---------------|
| VENDOR #: | FAX: | PHONE: |
|------------------|-------------|---------------|

| DESCRIPTION | | | | | |
|--|--------------------|------------------|--------------------|-----------------|------------|
| Quantity | Model/ Item No. | Item Description | Catalog Pg. No. | Unit Cost | Total Cost |
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| NOTE: All items will be shipped to the warehouse per FCPS revised procedures. | | | | | |
| | | | | Subtotal | \$0.00 |
| | | | | Shipping | |
| | | | | TOTAL | \$0.00 |

| | | |
|--|-----------------|-----------------------------|
| ORG CODE: _____ | OBJ CODE: _____ | PROJ CODE: 348 _____ |
| Approved by: _____ | | Date _____ |
| <small>Coordinator/Budget Manager, Career & Technical Educ</small> | | |
| Requisition #: _____ | PO #: _____ | |