REQUEST FOR PURCHASE

BATH COUNTY BOARD OF EDUCATION

TO THE OFFICE OF THE SUPERINTENDENT

COMPANY _____

ADDRESS _____

_____

PO NUMBER _____

INVOICE NO. _____

DATE _____

QUANTITY	ITEM DESCRIPTION	PRICE	AMOUNT

DETERMINATION OF PROCUREMENT METHOD

_____ SEALED BIDDING
_____ COMPETITIVE NEGOTIATIONS
_____ SMALL PURCHASE
_____ STATE/KEDC
_____ NON-COMPETITIVE NEGOTIATIONS
_____ EMERGENCY

_____ SINGLE SOURCE
_____ PROFESSIONAL SERVICES
_____ PERISHABLES
_____ REPLACEMENTS PARTS
_____ RESALE ITEMS
_____ REDUCED ITEMS

MUNIS CODE/ACCOUNT NUMBER

_____

_____

FUND DESCRIPTION

SHIP TO:

_____

_____

_____

REQUESTED BY _____ DATE _____

PRINCIPAL _____ DATE _____

PROGRAM DIRECTOR _____ DATE _____

TECHNOLOGY COORD. _____ DATE _____

PURCHASING DIR. _____ DATE _____

SUPERINTENDENT _____ DATE _____