REQUISITION

(FOR ISSUE OF PURCHASE ORDER)

Bill To: FENTRESS COUNTY FINANCE
114 EAST CENTRAL AVE.
P.O. BOX 800
JAMESTOWN, TN. 38556

RECOMMENDED

VENDOR/CO: _____

ADDRESS: _____

_____

PHONE: _____

FAX: _____

DATE OF REQUEST: _____

DELIVER/SHIP TO: _____

_____

_____

****Important! This section must be completed before a Purchase Order can be issued.****

ATTN: _____

PHONE: _____

DEPT. _____

FUND NO. _____

When received, please forward packing slips or proof of delivery to Accounts Payable immediately.

ACCT (LINE ITEM) NO. _____

Item No.	Quantity	Description	Unit Price	Total Price

P.O. TOTAL

COMMENTS:

Requested by:	Gen. Purp. Director	Fed. Programs Director	Director of Schools

Finance Director	Bookkeeper	Purchase Order Number