Tri-County Community College
21 Campus Circle
Murphy, North Carolina 28906

Requisition

INSTRUCTIONS: Prepare in triplicate. Send the original and duplicate copy as required to the department head and business manager; Keep copy in the originating office.

Source of Funds ☐ Local ☐ EOA/ABE ☐ State ☐ MDTA ☐ Other Specify	Date	Requisition No.
Requisitioning / N.C. Number	Date Delivery Required	Vendor No.
Deliver To	Vendor:	

Item No.	Quantity	Unit	Commodity Number Class	GP	IM	Desc	Description	Unit Price	Total Price

Approval of Department Chairman	Date of Order *(Business Office Use)*	Order Subtotal	
Signature	Purchase Order No. *(Business Office Use)*	Sales Tax	
Bid No. / Date Opened		Total	