Purchase Requisition

One Page

Date:	March 3, 2015		
Contact Person:	Melanie Foster or Connie Stracener		
Contact Phone Number:	683-0069 or 682-0860		
Suggested Vendor:	Instrument & Supply, Inc.	Contract #:	
Street/P.O. Box:	P.O. Box 1679		
City, State, Zip Code:	Hot Springs, AR 71902		
Vendor Number:			
Vendor Phone Number:	501-262-3282	Fax #:	501-262-4847

Line #	Item Description/Comments	Qty	Unit of Measure	Unit of Measure Price	Total
1	Calibration of Flow Meter at Cedar Chemical	1	each	$450.00	$450.00
2	Calibration of Chart Recorder at Cedar Chemical	1	each	$125.00	$125.00
3	Mileage to Cedar Chemical	180	mile	$0.65	$117.00
4	Mileage from Cedar Chemical*	180	mile	$0.65	$117.00
5	Travel time to Cedar Chemical	3	hour	$65.00	$195.00
6	Travel time from Cedar Chemical*	3	hour	$65.00	$195.00
	*See Memo				
	Shipping & Handling				
	Sub Total				$1,199.00
	Sales Tax			7.500%	$89.93
	Grand Total				$1,288.93

Commitment Item:	

Line Item Number	WBS Element	Cost Center

Budget Liaison Signature: _____ Date: _____

Authorized Signature: _____ Date: _____

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