Bedford County Department of Finance
Purchase Requisition

Suggested Vendor:

Name:

Phone:

Fax:

Rep:

Order Date:

Purchase Order # :

Fund Number

Account Number

	Bill to:	Deliver to:
Name:	Central Office, BCBOE	
Address:	500 Madison Street	
	Shelbyville, TN 37160	
Phone:	931-684-3284	
Fax:	684-1133	

At tn:

Order Method - Check One

- ☐ Telephone Order
- ☐ Fax Order
- ☐ Scan/email Order

Special Instructions:

Charge to Account Number:

Item Number	**Description** (Include part#, catalog page, color, size,etc.)	Quanti	Unit Price	Total Price
	Shipping (usually 10% unless specified)			
No Back Orders	**TOTAL**			

1. Invoices and packages must show P. O. #.
2. Do not purchase until a P. 0. # is assigned.
3. For Single purchases costing in excess of $2500.00 see Instructions on back.

Employee

Supervisor

Department Head

Finance Director