Purchase Requisition: Library Equipment

Purchasing Division, State of Kansas Department of Administration

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Recommended Citation
Purchasing Division, State of Kansas Department of Administration, "Purchase Requisition: Library Equipment" (2016). Forsyth Library. 52.
http://scholars.fhsu.edu/library_bldg/52

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I hereby certify that there are sufficient unencumbered funds in the allotment or appropriation from which this request is to be paid; that the items listed are required for the function of this agency. Purchase of the items listed below and/or the encumbrance of necessary funds is requested.

**MAIL INVOICE TO:**
- Business Office
- Library Equipment
  - Hays, Kansas

**SHIP TO:**
- Library Equipment
  - Hays, Kansas

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>ON HAND</th>
<th>REQUESTED QUANTITY</th>
<th>UNIT</th>
<th>DESCRIPTION OF ARTICLE OR SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>24&quot; Autoscrubber, battery powered, gear shift types not required or wanted. Advance or Clark 24-B type preferred.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>Wet or dry vacuums, 12 to 15 gallon capacity equipped for use as either wet or dry vacuums with one each spare dry vacuum bag, one each 32&quot; wet pick-up squeegee attachment</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>Floor machines, 23&quot; or 24&quot; (24&quot; preferred with belt type drive and equipped as follows: equivalent to advancepacemaker)</td>
</tr>
</tbody>
</table>

- 1 each - solution tank
- 1 each - metal backed scrub brush
- 1 each - wooden backed scrub brush
- 2 each - wooden backed polishing brush

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**FOR USE OF PURCHASING DIVISION ONLY**

- Date Received by Purch. Div.
- Date Received by Buyer
- Date Released by Buyer
- Date Ordered Written
- Advertised
- Posted
- Informal
- OTHER

**PURCHASE ORDER NO.**

- Approved

**AUTHORIZED SIGNATURE**

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**NOTE:** For unusual items indicate source of supply on reverse side.