6-27-2016

Purchase Order: Library equipment

Purchasing Division, State of Kansas Department of Administration

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STATE OF KANSAS
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

PURCHASE REQUISITION

PURCHASE DIV.
REFERENCE NO. ___

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.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>ON HAND</th>
<th>REQUESTED QUANTITY</th>
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<td>8</td>
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MAIL INVOICE
TO: Business Office
FHCSC
Hays, Kansas
SHIP
TO: Library Building
FHSC
Hays, Kansas

DESCRIPTION OF ARTICLE OR SERVICE

Entrance Way Mats, 1/8" x 72"
Color - Gray Nylon (with bonded rubber backing)
MR Inside Carpet

Note: We have the following type of mats, and they do not stand up under heavy traffic and are therefore undesirable:

1. SA-Fur Carpet by Sam Furiness Mat Co. of Union, New Jersey
2. Rugged Runners by Bryn Maur of Bryn Mawr, Pa.

Suggested vendor: Thacher Inc.
1/24-6-8 Quincy
Topeka, Kansas

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 NOS.

APPROVED

AUTHORIZED SIGNATURE

NOTE: FOR UNUSUAL ITEMS INDICATE SOURCE OF SUPPLY ON REVERSE SIDE.