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Purchase Order: Library equipment

Purchasing Division, State of Kansas Department of Administration

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PURCHASE REQUISITION

PURCHASE DIV.
REFERENCE NO. _____

GROUP NO.	DATE WANTED	DATE	FUND	F	AGENCY	ACCOUNT
3		11-30-66	0207	3	246	77
REQUISITION NO.		DELIVERY		F. O. B.		
2443						

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
FHKSC
Hays, Kansas

SHIP

TO: Library Building
FHKSC
Hays, Kansas

AUTHORIZED SIGNATURE _____

ITEM NO.	ON HAND	REQUESTED QUANTITY	UNIT	DESCRIPTION OF ARTICLE OR SERVICE	ESTIMATE	
					UNIT PRICE	AMOUNT
		8		Entrance Way Mats, 48" x 72" Color - Gray Nylon (with bonded rubber backing) MR Inside Carpet <u>Note:</u> We have the following type of mats, and they do not stand up under heavy traffic and are therefor undesirable: 1. SA-Fur Carpet by Sam Furiness Mat Co. of Union, New Jersey 2. Rugged Runners by Bryn Mawr of Bryn Mawr, Pa. DUPLICATE COPY FOR YOUR FILES Suggested vendor: Thacher Inc. 424-6-8 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.