

ORIGINAL

REQUISITION
ROCKDALE COUNTY, GEORGIA

VENDOR # _____ P.O.# _____

		VENDOR QUOTATIONS REQUIREMENTS							
		15,000.00 and OVER - SEALED BIDS							
		2,500.00 TO 14,999.99 - THREE WRITTEN QUOTES							
		500.00 TO 2499.99 - AT LEAST TWO PHONE QUOTES							
Department/Account	Quantity	Unit	Description	VENDOR #1		VENDOR #2		VENDOR #3	
				UNIT	EXTENDED	UNIT	EXTENDED	UNIT	EXTENDED
100-522200 Maint	65 Copiers	65 Copiers	SOS Copiers Maintenance Contract January 2019 - December 2019 C-2018-77M	4,160.00	49,920.00				
				4,160.00	49,920.00				
				TOTAL					
Recommended Source of Supply:		SOS Capital		Requesting Department: TS		Date Prepared: 1-9-19			
2475 Meadowbrook Pkwy		Duluth, GA, 30096		Elected Official		Date Required:			
Ben Trauer		PHONE: 770-449-9100		Department Head:					
Purchasing Officer Use Only Below Line		SOS Capital		Approved for preparation of Purchase Order					
Award to be made to:		SOS Capital		Accounting Officer		Date			
(If not low quotation, indicate reason):		Jan 11/2019							

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