OTERO COUNTY

1101 NEW YORK AVE.
ALAMOGORDO, NEW MEXICO 88310
(575) 434-0710 FAX (575) 443-2914

PURCHASE REQUISITION

150143

SEALED BID NO. _____ ADV. DATE / /
WRITTEN QUOTE NO. _____ OPEN DATE / /
CONTRACT NO. _____ EXPIRE DATE / /

REQUISITIONER: PLEASE COMPLETE BLACK SHADED AREA BELOW.

DATE 9/1/2020 DATE NEEDED BY / /
REQUISITIONER Robyn Holmes (PRINT NAME)
Department Clerk's Office Phone _____ ext. _____
ORG 117008 Suggested Source Kofile
Nature of need _____

P.O. NO. _____ DATE / /
VENDOR _____
VENDOR NO. _____ EST. DEL. DATE / /
PERSON CONFIRMING _____
TERMS _____
SHIP VIA _____

ITEM NO.	QUANTITY REQUESTED	UNIT OF MEASURE	OBJECT CODE	PART NO.	DESCRIPTION	EXTENDED COST	UNIT PRICE	EXTENSION
1	7 volumes		5310		Repair and Preserve permanent Records for the County Clerk's Office. 1900's - 1937 See Attached			

SOLE SOURCE	EMERGENCY	NO SUBSTITUTE	PLEASE JUSTIFY YOUR SELECTION AT LEFT IN DETAIL ON BACK OF FIRST PAGE. Thank You!	TOTAL	18,457.42

FREIGHT
HANDLING
TAXES
TOTAL

REQUISITIONER SIGNATURE _____

I HEREBY CERTIFY THAT THE ARTICLES AND/OR SERVICES REQUIRED HEREON ARE NECESSARY TO PROPERLY CONDUCT THE ACTIVITIES OF THIS DEPARTMENT.

AUTHORIZED SIGNATURE X Robyn Holmes

A/P USE ONLY

1 VENDOR _____
CONTACT _____
PHONE _____ FAX _____

ITEM NO.	QTY.	C.O. NO.	UNIT PRICE	EXTENSION

COMMENTS _____ TOTAL

2 VENDOR _____
CONTACT _____
PHONE _____ FAX _____

ITEM NO.	QTY.	C.O. NO.	UNIT PRICE	EXTENSION

COMMENTS _____ TOTAL

3 VENDOR _____
CONTACT _____
PHONE _____ FAX _____

ITEM NO.	QTY.	C.O. NO.	UNIT PRICE	EXTENSION

COMMENTS _____ TOTAL

OTCPURR-1 REV. 4/01

ACCOUNTS PAYABLE