

ADP OR AV/VI MICRO-PURCHASE REQUEST FORM

REQUEST DATE	REQUESTOR	WORK CENTER	JOB ORDER
POC	PHONE	APPROVED BY	APPROVED DATE
VENDOR	VENDOR POC	PHONE	
STREET	CITY	STATE	ZIP

DO NOT WRITE IN SHADED AREAS – FOR SUPPLY USE ONLY

1	ITEM NAME			PART NO.		
	SPECIFICATION (Mandatory for ADP Purchases)					
	UI	QTY	EST U.P.	EST E.P.	VERIFIED U.P.	VERIFIED E.P.
	REQUESTED DELIVERY DATE				VERIFIED DELIVERY	
2	ITEM NAME			PART NO.		
	SPECIFICATION (Mandatory for ADP Purchases)					
	UI	QTY	EST U.P.	EST E.P.	VERIFIED U.P.	VERIFIED E.P.
	REQUESTED DELIVERY DATE				VERIFIED DELIVERY	
3	ITEM NAME			PART NO.		
	SPECIFICATION (Mandatory for ADP Purchases)					
	UI	QTY	EST U.P.	EST E.P.	VERIFIED U.P.	VERIFIED E.P.
	REQUESTED DELIVERY DATE				VERIFIED DELIVERY	

THIS SECTION FOR USE ON ADP (CPUS, MONITORS, PRINTERS, MODEMS, SCANNERS, SOFTWARE) PURCHASES OR ON AUDIO VISUAL (TVs, MONITORS, PROJECTORS, SCREENS, ETC.) PURCHASES

JUSTIFICATION FOR ADP/AV PURCHASE

TRANSFER **FROM** **TO ADP JOB ORDER**
(DOLLARS) **(JOB ORDERS)**

(NCTC ADP OR AV MANAGER ONLY)

ADP/AV PURCHASE IS HEREBY

APPROVED **NOT APPROVED**

COMMENTS

(NCTC COMPTROLLER ONLY)

FUNDS TRANSFERRED

USE FOLLOWING JOB ORDER FOR PURCHASE.

(JOB ORDER)

APPROVING ADP/AV MANAGER SIGNATURE	DATE	COMPTROLLER SIGNATURE	DATE
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REQUISITION NO.	MATERIAL COST	SHIPPING EST	TOTAL OBLIGATION
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REQUESTOR SIGNATURE	DATE COMPLETED
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