

**FLORIDA STATE COLLEGE AT JACKSONVILLE REQUISITION FOR TAX SAVINGS DIRECT PURCHASES >\$5,000/PER PO**  
 FOR PROJECT NAME: \_\_\_\_\_

<b>CONTRACTOR/SUBCONTRACTOR</b>	<b>SUPPLIER</b>	Federal I.D. _____	BID PKG # _____
NAME: _____	NAME: _____		REQ # _____
STREET: _____	STREET: _____		VEND # _____
CITY: _____	CITY: _____		PO# _____ 9
STATE: _____ ZIP: _____	STATE: _____ ZIP: _____		DATE SUBMITTED _____
PHONE: _____ FAX: _____	PHONE: _____ FAX: _____		DEL DATE REQD _____
CONTACT: _____	CONTACT: _____		PAYMENT TERMS _____
MAIL PO TO THIS ADDRESS? _____	SUPPLIER AN MBE/WBE Y ___ N ___ (CAT.) _____		PROJECT MGR. SIGNATURE _____

CONTRACTOR / SUBCONTRACTOR	POR QTY CONFIRMATION	FLORIDA STATE COLLEGE AT JACKSONVILLE
SIGNATURE(SAME AS ON BID)/DATE	SUPPLIER SIGNATURE/DATE	PURCHASING SIGNATURE/DATE

NOTE TO CONTRACTOR: A DEDUCTIVE CHANGE ORDER TO YOUR CONTRACT WILL BE MADE FOR THE VALUE OF THE INVOICED FLORIDA STATE COLLEGE AT JACKSONVILLE DIRECT PURCHASES PLUS SALES TAX AS PER TAX AGREEMENT  
 AMOUNT LESS THAN OR EQUAL TO \$5,000.00 7.0% AMOUNT > \$5,000.00 6.0% SALES TAX

ITEM #	QTY	UNIT OF MEASURE	COMPLETE DETAILED DESCRIPTION OF MATERIAL(S) - INCLUDE VENDOR PART NUMBERS AND SPECIFICATION SECTION NUMBER	UNIT \$ W/O S TAX	SUB TOT FOB DEST	SALES TAX	CONTRACT DEDUCT
			BLANKET PO FOR THE PURCHASE OF:				

<b>CONTRACTOR SIGNATURE(S)</b>	<b>TOTALS</b>
_____	
DATE _____	
_____	
_____	

SUPPLIER: 24 HOURS PRIOR TO DELIVERY AT SITE NOTIFY  
 MR. \_\_\_\_\_ AT (\_\_\_\_\_) \_\_\_\_\_

**PURCHASE REQUISITION**

PURCHASE REQUISITION NUMBER: Enter the Bid Package number and Contract number you have received or will soon receive from Florida State College at Jacksonville authorizing Work to be done on this project.

DATE: Enter date purchase requisition is prepared.

VENDOR: Enter name, complete mailing address, contact name, telephone number and fax number of vendor.

PROJECT NAME:

SHIP TO: Site

INVOICE TO: Attn: Director of Accounts Payable  
Florida State College at Jacksonville  
501 West State Street  
Jacksonville FL 32202

COMPLETE BODY OF PURCHASE ORDER REQUEST (POR): Item number; quantity; description of item(s), name, product number, etc.; unit price; extended total(s); value of sales tax; freight and delivery. (See Attachment "B")

AUTHORIZED SIGNATURE; This is the same signature that is on the Tax Agreement signed in Florida State College at Jacksonville's Purchasing Department.

Contractor can fax an original copy of purchase requisition to the College by faxing to 904-632-3087, attention Associate Vice President Purchasing and Business Services and calling 904-632-3086 to confirm fax is legible and received.

DISTRIBUTION: Original- Florida State College at Jacksonville, Copy 1- Contractor, Copy 2 & 3- Purchasing Department. One Photocopy - Contractor. Submit original and all copies to College for distribution. Duly authorized purchase requisition must be received BEFORE purchase order can be processed.