

# Dauphin County Library System

101 Walnut Street  
 Harrisburg, PA 17101  
 717-234-4961  
 717-234-7479 (fax)

# Requisition Form

P.O. Number \_\_\_\_\_

Requisition Date \_\_\_\_\_

Budget Acct Number \_\_\_\_\_

Check  Credit Card

\_\_\_\_\_  
*Name of Card*

To Vendor:

Ship To:

\* If new vendor, please request a W-9 be faxed to 717-234-7479  
 attn. Helen, or scanned and emailed to hpham@dcls.org

### APPROVALS:

\_\_\_\_\_  
*Authorized Department Signature*

\_\_\_\_\_  
*Finance Director Signature*

Bid Quotation #: \_\_\_\_\_

**DCLS TAX-EXEMPT ID #: 75-08532-6**

QTY	ITEM # / UNIT	DESCRIPTION	UNIT PRICE	TOTAL
<b>SPECIAL INSTRUCTIONS:</b>			<b>SUBTOTAL</b>	
			<b>SHIPPING</b>	
			<b>TOTAL</b>	