

# PURCHASE REQUISITION

# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

# PURCHASING

SCHOOL OR DEPARTMENT NAME		REQUESTING PERSON		EXT:		REQUISITION NUMBER	
REQUISITION DATE	DATE WANTED	DELIVER TO (Include Zip Code)				FOR PURCHASING USE ONLY	
IN ORDER TO PROCESS YOUR ORDER, THIS SECTION MUST BE FILLED OUT COMPLETELY				PURCHASE ORDER # _____			
ORG KEY		OBJECT CODE		VENDOR 1		NAME	
PROPOSED USE		PROGRAM DESCRIPTION				SECOND QUOTE	
CHECK <input type="checkbox"/> Instructional <input type="checkbox"/> Non-Instructional		NAME <b>United Communication Systems, Inc.</b> ADDRESS (Include Zip Code) <b>852 Chestatee Point, Dawsonville, GA 30534</b> Phone: <b>800-513-9894</b> Quotations By: Fax: <b>706-216-4660</b> <b>Mike Salermo</b>		NAME			
						Phone:	
						Quotations By:	

Line	Quantity	Unit	ONLY PROVIDE FULL DESCRIPTION: CATALOG OR STOCK NUMBER, SIZE, COLOR, ETC.	VENDOR 1		VENDOR 2	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	1	ea	Noise Supressing Headset Microphone #HS55	\$64.00	\$64.00		
2	1	ea	Body Pack wireless transmitter w/mute switch w/AA batteries #T32	\$329.00	\$329.00		
3	30	ea	Body Pack wireless single channel w/AA batteries #R35N	\$75.00	\$2,250.00		
4	60	ea	Mono Folding Headphones #HD21	\$10.00	\$600.00		
5	3	ea	System Carry Cases w/lifetime guarantee #C60	\$95.00	\$285.00		
6	30	ea	Y-Splitters	\$10.00	\$300.00		
7			Headset Microphone Single Channel Wireless Communication System				
8	1		Less 10% discount and no tax charged	-\$382.80	-382.8		
9							
10							

<b>APPROVALS</b>		<b>DATE</b>	I certify that the above expenditures comply with the statutes and regulations of the above funding source(s) and that these expenditures will be used exclusively for those purposes.  <b>Program Justification:</b>  _____ <b>Signature of Fund Manager (Restricted Funds) Date</b>	SUB-TOTAL	<b>\$3,445.20</b>	SUB-TOTAL	
PREPARED BY				SALES TAX		SALES TAX	
PRINCIPAL OR DEPARTMENT HEAD				SHIPPING CHARGE	<b>\$109.09</b>	SHIPPING CHARGE	
REGIONAL SUPERINTENDENT				TOTAL	<b>\$3,554.29</b>	TOTAL	
BUSINESS OFFICE				This is <u>NOT</u> a Purchase Order			