Print Form

SOUTH CAROLINA LEGAL SERVICES
PURCHASE REQUISITION/ORDER
A Receiving Report Must Be Submitted to the Accounting Department within 10 days of delivery

SUPPLIER/VENDOR Amazon
ADDRESS Online
CITY
SHIP TO SCLS IT Department
ADDRESS 2109 Bull Street
CITY Columbia
STATE/ZIP SC 29201

DATE 10/4/2023
OFFICE IT Department
BILL TO Accounting Department
ADDRESS 701 South Main Street
CITY Greenville
STATE/ZIP SC 29601

PAYMENT METHOD:
☐ **Chase VISA** ☐ **BB&T VISA** ☐ **BP Credit Card**
☐ **Sam's Club Credit Card** ☐ **Check**
☑ **Account with Vendor/Supplier**

Quantity Ordered	Quantity Received	Item No.	Back Order	Description/Items	Estimated Cost	Actual Unit Cost	Taxes, fees, shipping & handling costs	Total	Grant
5				ViewSonic VX3276-MHD 32 Inch Widescreen Monitor	995.00	$199.00			
				PMuller, KElliott, SHenry,EFranklin, TTrent					
6				Amazon Basics USB Plug-n-Play Computer 2 Speakers	113.40	$018.90			
				IT Department					
5				10-Pack Enfain 16GB USB Flash Memory Thumb Drives	125.00	$025.00			
				IT Department					
5				Cable Matters Snagless Cat 6 Ethernet Cable 25 ft	49.95	$009.99			
				IT Department					
4				Logitech MK270 Wireless Keyboard And Mouse Combo	108.88	$027.22			
				IT Department					
4				Logitech MK120 Wired Keyboard and Mouse	66.84	$016.71			
				IT Department					
					1,459.07	$296.82			

Signature/Date Kenneth Elliott, 10/4/2023
Requested By

Signature/Date _____
Approved by Managing Attorney if less than $3,000 (Except IT Purchases)

Signature/Date Pat Muller, 10/4/2023
Approved by IT Manager

Signature/Date _____
Executive Director or *Designee (*If necessary)

Signature/Date _____
Received By