

16 Forms – Purchasing Forms
 Court's Accounting Manual - Section 16-07.00
 Last Revised: 11/4/2013

FORM	PDF VERSION	EXCEL OR WORD	INTERNET LINK
Conference Hotel Authorization (Bid)		WORD	
Purchasing Card Transaction Log	PDF	EXCEL	
Pcard log procedures	PDF		
Pcard Powerpoint training		Power point	
Purchasing Flow Chart	PDF		
Purchasing Requisition	PDF	WORD	
Group Gathering Exception Form	PDF	WORD	
Award without engaging in standard procurement form	PDF	WORD	
Court's TAX Exemption Certificate	PDF		
Telephone quotation sheet (bids)	PDF		
Use of State Contracts instructions	PDF		
Vending Machine specifics	PDF		
W-9	PDF		