

Sangamon County Purchase Order Template
(Pre-ERP Implementation)

New Business

-- Purchase Orders are required for all Informal Quotes (>\$3,500) and Formal Solicitations (>\$30,000)

Department Information

Department Building and grounds
Employee Contact Byron Deane

Purchase Request Information

Vendor Kone Elevator
Purchase Description Digital Elevator Drive
Quantity 1
Price Per Unit _____
Total Price \$ 30,174.00
G/L _____

FILED

APR 23 2019

Don Hayes
Sangamon County Clerk

Tracking

PO Number Emergency Procurement
(Manually assigned by Department)

Date:

Legal Review (if applicable; see below)

Sent to Auditor's Office for Review

Note: PO request documents need to be to the Auditor's Office 5 business days prior to the oversight committee meeting.

Auditor's Office Review Completed *Andy Goleman* 4-15-19

Approved by Oversight Committee *Joan [Signature]*

Approved by County Board (if applicable) _____

*County Board Resolution Required

Note: Please attach all required documents such as quotes, bids, rfp's, evaluations, etc.

Legal Review is required for:

- All services being performed for or on behalf of the County
- All goods in excess of \$10,000 per year
- Any goods or services being procured through an RFP/Bid Process
- Intergovernmental/Interagency Agreements
- If a vendor or other agency requires a contract or written agreement.

RECEIVED
2660

APR 15 2019

Andy Goleman
SANGAMON COUNTY AUDITOR