



Sarah Huckabee Sanders
Governor

ARKANSAS DEPARTMENT OF AGRICULTURE

1 Natural Resources Drive, Little Rock, AR 72205
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Wes Ward
Secretary of Agriculture

PURCHASE REQUISITION

Section	Requisitioner	Vendor	Cost Center(s)

Qty	Catalog Item #	Description	Internal Order	WBS Element	Unit Price	Total

Instructions	<input type="checkbox"/> Ordered Date: _____	Subtotal	
	<input type="checkbox"/> Paid Date: _____		
	<input type="checkbox"/> Received Date: _____		
	<input type="checkbox"/> Invoice Attached <input type="checkbox"/> Please Bid		
	<input type="checkbox"/> Awaiting Invoice <input type="checkbox"/> Bids Attached		
	<input type="checkbox"/> Please Pay <input type="checkbox"/> Please Order		

Supervisor of Unit: _____ Date: _____

Approved,
Little Rock Admin: _____ Date: _____

Please attach any bids that you have collected pertaining to this requisition.
For questions concerning your requests, please see below.

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