

**ADMINISTRATIVE OFFICE OF THE COURTS
STOCK SUPPLY REQUEST**

REQ. NO. _____

INTRA-AGENCY REQUISITION

TO: PURCHASING DIVISION

Administrative Office of the Courts
P.O. Box 2448
Raleigh, North Carolina 27602
Courier Box 56-10-50

FROM: _____

Date: _____

Office: _____

County: _____

For: (RCC #) _____

Courier Box: _____

Are you using grant money for this purchase? Yes No If yes, provide AOC Fund # _____ GCC Grant: Yes No

Quantity Requested	Quantity Approved	Item Code	Item - Description	Quantity Issued	Back Order

By: _____
Signature Of Authorized Representative

Authorized Representative (Type Or Print) Phone No.

Physical Shipping Address For Equipment Requests (include street, city, state, zip, contact person, phone no.)

Date Shipped: _____

Or

Date Ordered: _____

Purchase Order No. _____

By: _____

Authorized Representative, Administrative Office