

# MADISON COUNTY PURCHASING DEPARTMENT

**P.O. Box 608**

**Canton, MS 39046 -PH. (601) 855-5534**

Complete the information and obtain appropriate approval below. Submit the completed and approved form to the Purchasing Department. Forms that are not approved or incomplete will be returned to the requisitioner. All inquiries may be directed to [kesha.jackson@madison-co.com](mailto:kesha.jackson@madison-co.com)

## PURCHASE REQUISITION FORM

**Department Name:** County Court

**Vendor Number:** 11816

**Vendor Name:** Office Depot

**Date:** 08/08/2025

**Ship To:** 128 W. North Street, Canton, MS 39046

ITEM#	DESCRIPTION	QUANTITY	UNIT COST	GENERAL LEDGER ACCT#	TOTAL
#7980522	Magic Chef 3.2 Cu. Ft. Freezerless Mini Fridge, White	2	315.49	001162920	\$630.98
1861494	Magic Chef MC110MW 1.1 Cu. Ft. 1,000W Digital Touch Countertop Microwave, White	1	131.99	001162920	\$131.99
#7767863	Sauder® Select 30"H 2-Shelf Bookcase, Select 30"H Cherry	2	129.99	001162920	\$259.98
#788719	Command Damage-Free Cord Clips, Small, Clear, Pack Of 4	2	7.69	001162920	\$15.38
#7826228	Brentwood TS-222BK 12-Cup Digital Coffee Maker, Black - Programmable - 800 W - 12 Cup(s) - Multi-serve - Timer - Black	2	43.79	001162920	\$43.79
#5550996	AT-A-GLANCE® DayMinder® 2026 Monthly Planner, Gray, Large, 8 1/2" x 11"	1	27.99	001162603	\$27.99
Grand Total:					\$1110.11

**Approved By:** Staci O'Neal