

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

PURCHASE REQUISITION FORM

Department Name: Family Drug Treatment Court

Vendor Number:

Vendor Name: Amazon

Date: 11/10/2025

Ship To: Jamie Ballard

ITEM#	DESCRIPTION	QUANTITY	UNIT COST	GENERAL LEDGER ACCT#	TOTAL
	Amazon Basics Small Disposable Clear Plastic Cups, 9oz, 100 Count	2	4.55	186163603	\$9.10
	Welaxy Storage Baskets Collapsible Felt Storage bin Foldable Shelf Drawers Organizers Bins organize Box with Handles for Kids Toys pet Toy Books Clothes Makeup Junk organise (Gray x 3)	1	32.99	186163603	\$32.90
	Southworth® 100% Cotton Résumé Paper, 8 1/2" x 11", 24 Lb, 100% Recycled, Ivory, Pack Of 100	2	12.27	186163603	\$24.54
	Southworth FSC Certified 55% Recycled 25% Cotton Linen Business Envelopes, #10 (4 1/8in x 9 1/2in), 24 Lb, Ivory, Box Of 250, J564-10	1	33.43	186163603	\$33.43
	2026 Planner - A5 Weekly & Monthly Planners Spiral Bound, January 2026 - December 2026, 2026 Planner with Flexible Cover, Tabs, Inner Pocket, 6.4" x 8.5", Pink	4	6.99	186163603	\$27.96
Grand Total:					\$127.93

Approved By: Jamie Ballard

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	TECKNET Wireless Mouse for Laptop, 2.4G Quiet Computer Mouse with USB Receiver, 4 Buttons Portable Cordless Mice for Chromebook, Laptop, PC, Mac, 800/1200/1600 DPI - Mint Green	1	8.99	186163603	\$8.99
Grand Total:					\$8.99

Approved By: Jamie Ballard