

State of Alabama Unified Judicial System Form FIS-35 Rev. 07/2026	Request for Purchase	Date of Request:																																										
Name: _____ Phone Ext.: _____ Division Office: Choose an item. Organizational Code: _____ State Fund Number: 100601 Grant/Grant Number: _____ P.O. Number: _____																																												
Item(s) Requested																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Category</th> <th style="width: 15%;">Item Name</th> <th style="width: 35%;">Description (include vendor name if known)</th> <th style="width: 10%;">Qty.</th> <th style="width: 10%;">Unit Cost</th> <th style="width: 10%;">Total Cost</th> <th style="width: 10%;">Delivery Date</th> </tr> </thead> <tbody> <tr> <td>Choose an item.</td> <td></td> <td></td> <td></td> <td></td> <td>\$ 0.00</td> <td></td> </tr> <tr> <td>Choose an item.</td> <td></td> <td></td> <td></td> <td></td> <td>\$ 0.00</td> <td></td> </tr> <tr> <td>Choose an item.</td> <td></td> <td></td> <td></td> <td></td> <td>\$ 0.00</td> <td></td> </tr> <tr> <td>Choose an item.</td> <td></td> <td></td> <td></td> <td></td> <td>\$ 0.00</td> <td></td> </tr> <tr> <td colspan="5" style="text-align: right;">Total Cost:</td> <td>\$ 0.00</td> <td></td> </tr> </tbody> </table>			Category	Item Name	Description (include vendor name if known)	Qty.	Unit Cost	Total Cost	Delivery Date	Choose an item.					\$ 0.00		Choose an item.					\$ 0.00		Choose an item.					\$ 0.00		Choose an item.					\$ 0.00		Total Cost:					\$ 0.00	
Category	Item Name	Description (include vendor name if known)	Qty.	Unit Cost	Total Cost	Delivery Date																																						
Choose an item.					\$ 0.00																																							
Choose an item.					\$ 0.00																																							
Choose an item.					\$ 0.00																																							
Choose an item.					\$ 0.00																																							
Total Cost:					\$ 0.00																																							
Additional Notes: Date Received by Purchasing																																												
<u>Approvals</u>																																												
Division Director: _____ Date: _____ Stephanie Hamil, AOC Finance Director: _____ Date: _____																																												
<u>For Federal Grants Only</u> Project/Grant Manager: _____ Date: _____ Nathan Wilson, Administrative Director of Courts: _____ Date: _____																																												