Purchase Request

Effective 07-01-2012

CHECK ONE ☑ CREDIT CARD ☐ PURCHASE REQUEST

DATE:	**2/3/2015**	*Fiscal Use Only* **DOC ID:**	

VENDOR INFORMATION		**SHIP TO INFORMATION**
Name	**Staples**	
Address	**See website below**	
Contact Name		
Phone		
Website		

Accounting Information - *Drop-down lists (Descriptions in other worksheets)*

DEPARTMENT	APPROP UNIT	ADV UNIT	PROGRAM CODE	ACTIVITY	FUNCTION	OBJECT	DEPT OBJECT
4000							

QTY	DESCRIPTION	UNIT PRICE	TOTAL
4.00	Customer Comment collection box with pocket, lock, keys	34.95	139.80
	For Lab, VR, Lobby, & HR		-
			-
			-
	http://www.staples.com/Large-Clear-Suggestion-Box-		-
	With-Pocket-Lock-and-Keys-6-1-4-H-x-9-W-x-6-1-4-D-/		-
	product_82902		-
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Requested By *(Name and Phone)* **:**				**Sub Total**	$ 139.80
Requestor Sign.		**Date**		**Tax (7.75%)**	$ 10.83
Superv. Approval		**Date**		**Freight/S/H**	
Fiscal Approval		**Date**			
Admin. Approval		**Date**		**Total**	**$ 150.63**