

| Requester Information | | | | | | | |
|-----------------------|------------------------|---|--------------|--|-----------------|--|--|
| Name | Jon Smith | | | Date | 9/9/2005 | | |
| Department | Customer Service | | | | | | |
| E-mail | jon.smith@stateu.edu | | Phone | (123) 456-7890 | | | |
| Supplier Information | | | | | | | |
| Name | Acme Computer Supplies | | | | | | |
| Address 1 | 1234 Business Way | | | | | | |
| Address 2 | | | | | | | |
| City | Somewhere | State | IL | Zip Code | 61820 | | |
| E-mail | order@acmesupply.edu | | Web | www.acmesupply.edu | | | |
| Phone | (123) 222-3344 | | Fax | (123) 222-3355 | | | |
| Items | | | | | | | |
| Item # | Part Number | Description | Quantity | Unit Cost | Total Cost | | |
| 1 | 197-540501 | Toner Cartridge for LaserJet 4100 Series 6000 Page Duty Cycle | 2 | \$29.95 | \$59.90 | | |
| 2 | 555-013097 | Ink Cartridge color for Epson Stylus C62 | 3 | \$27.00 | \$81.00 | | |
| 3 | 555-0167213 | Parallel Printer Cable 10ft | 1 | \$6.00 | \$6.00 | | |
| | | | | Sub-Total | \$146.90 | | |
| | | | | Tax | \$10.28 | | |
| | | | | Shipping | \$15.80 | | |
| | | | | Total | \$172.98 | | |
| Approval | | | | | | | |
| Person | Sara Johnson | | | Date | 9/7/2005 | | |

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