

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	555-013067	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					\$10.26		
Shipping					\$15.80		
Total					\$172.96		
Approval							
Person		Sara Johnson		Date		9/11/2005	

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Column 1	Column 2	Column 3	Column 4
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