

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					\$10.28
Shipping					\$15.80
Total					\$172.98
Approval					
Person		Sara Johnson		Date	
				9/7/2005	

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