



Requester Information					
Name	Jon Smith			Date	9/9
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	61
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
1	197-540501	Toner Cartridge for LaserJet 4100 Series 6000 Page Duty Cycle	2	\$29.95	
2	555-013097	Ink Cartridge color for Epson Stylus C62	3	\$27.00	
3	555-0167213	Parallel Printer Cable 10ft	1	\$6.00	
				Sub-Total	
				Tax	
				Shipping	
Total					
Approval					
Person	Sara Johnson			Date	9/7