

Requester Information					
<b>Name</b>	Jon Smith			<b>Date</b>	9/9/2005
<b>Department</b>	Customer Service				
<b>E-mail</b>	jon.smith@stateu.edu		<b>Phone</b>	(123) 456-7890	
Supplier Information					
<b>Name</b>	Acme Computer Supplies				
<b>Address 1</b>	1234 Business Way				
<b>Address 2</b>					
<b>City</b>	Somewhere	<b>State</b>	IL	<b>Zip Code</b>	61820
<b>E-mail</b>	order@acmesupply.edu		<b>Web</b>	<a href="http://www.acmesupply.edu">www.acmesupply.edu</a>	
<b>Phone</b>	(123) 222-3344		<b>Fax</b>	(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
<b>Sub-Total</b>					\$146.90
<b>Tax</b>					\$10.28
<b>Shipping</b>					\$15.80
<b>Total</b>					<b>\$172.98</b>
Approval					
<b>Person</b>	Sara Johnson			<b>Date</b>	9/7/2005

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