

INTERDEPARTMENTAL REQUISITION

(Please Print)

DATE: February 24, 2025

SUPPLIER
NAME: ABC Supplies Inc.

PTAO: GRBLAHBLAHBLAH

ADDRESS: 123 Main Street
CITY/STATE: Charlottesville, VA 22903

INDICATE ONE:

☒ REGULAR ORDER

☐ PHONE CALL

TEL #: 434-555-1234

FABRICATION #:

FAX #: 434-555-5678

Quantity	Catalog #	Description of Item	Unit Cost	Total Cost
1.0	OSC-2022	Digital Oscilloscope	\$1299.99	\$1299.99
2.0	FG-100	Function Generator	\$799.50	\$1599.00
5.0	MM-500	Multimeter	\$129.95	\$649.75
TOTAL AMOUNT				\$3548.74

Notes: Please deliver to Physics Building Room 123

Office Use Only - Do Not Write In This Space

REQUESTED BY:

AUTHORIZED BY: John Doe

- ☐ Contract Vendor Used
☒ DMBE Minority or Woman Vendor Used
☐ No DMBE Minority or Woman Vendor avail.
☐ DMBE Minority or Woman Quote on file