

INTERDEPARTMENTAL REQUISITION

(Please Print)

DATE: February 24, 2025
PTAO: GRBLAHBLAHBLAH

SUPPLIER NAME: ABC Supplies Inc.
ADDRESS: 123 Main Street
CITY/STATE: Charlottesville, VA 22903
TEL #: 434-555-1234
FAX #: 434-555-5678

INDICATE ONE:
☒ REGULAR ORDER
☐ PHONE CALL
FABRICATION #:

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