

INTERDEPARTMENTAL REQUISITION

(Please Print)

DATE: 2025-05-25

SUPPLIER NAME: This Is An Extremely Long Vendor Name Th

PTAO: Very Long PTAO Purpose Desc...

ADDRESS:

INDICATE ONE:

CITY/STATE:

☒ REGULAR ORDER

TEL #:

☐ PHONE CALL

FAX #:

FABRICATION #:

Quantity	Catalog #	Description of Item	Unit Cost	Total Cost
2	VERYLONGCA..	Professional Grade Ultra High Definition Wireless Blue...	\$299.99	\$599.98
TOTAL AMOUNT				\$599.98

Office Use Only - Do Not Write In This Space

REQUESTED BY: John Smith WithVeryLon...

AUTHORIZED BY: Dustin Keller

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