

Requester Information						
Name	Jon Smith				Date	9/9/2005
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	61820	
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 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	
				Sub-Total	\$146.90	
				Tax	\$10.28	
				Shipping	\$15.80	
Total					\$172.98	
Approval						
Person	Sara Johnson				Date	9/7/2005

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Column 1	Column 2	Column 3	Column 4
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