

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	555-013067	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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