

# Purchase Request

Request ID: 20250415-0001  
Requester: John Doe  
Date Requested: 2025-04-15  
Date Needed: 2025-04-30

## Item Details

Description	Quantity	Price Each	Total Price
Office supplies including paper, pens, and notebooks	10	\$25.5	\$255.0

## Budget Information

Budget Object Code: 3101  
Fund: 51140X

## Justification

Monthly office supplies needed for the department

## Additional Comments

Please deliver to the main office

Status: NEW REQUEST