

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