

Tennessee Technological University
 Cookeville, Tennessee
Requisition for Supplies

To the Business Office

Requisition Number 1

Date 3/18/2008

Location:

COAS T

Index 260061

Fund 110001

Organization 20000

Account 74630

Program 450

Activity

Account Name VP - BFA

College of Business & Fiscal Affairs

Department of Business Office

Deliver to: Name

Building Derryberry

Floor or Room Number 100

I hereby certify that funds are properly allocated and available to cover this requisition.

Approved:

Requisitioner

Chief Fiscal Officer

Chairman of Department

Dean or Admin. Officer

Balance from last Requisition	\$3,820.00
Adjustments*	-\$388.47
Adjusted Balance	\$3,431.53
This Requisition	\$114.00
Balance Carried Forward	\$3,317.53

ITEM NO.	QUANTITY	ACCOUNT CODE	DESCRIPTION OF ARTICLE (GIVE COMPLETE SPECIFICATIONS)	ESTIMATED COST	
				UNIT PRICE	AMOUNT
	1	74630 Rentals	Oce' Imagistics Invoice 478328798, 3-12-2XXX Copier service for February	\$114.00	\$114.00
			Printing		-\$248.00
			Phone		-\$103.48
			Postage		-\$24.57
			IDTs - Bookstore		-\$12.42

Recommended Sources of Supply

	(1)	(2)	(3)
Name of Company		Oce' Imagistics	
Street Address		1234 Main Street	
City and State		Anytown, USA 12345	