

Office Supply Requisition Form
Do not use for furniture or equipment
For furniture or equipment please
submit a college purchase order.



Office Use Only
Order Date: _____
By: _____
Staples Order No. _____
TWC Requisition No. _____
AA YYYY MM DD #

Unit Measure (U/M):

BX=BOX CT=CARTON DZ=DOZEN EA=EACH HU=HUNDRED PK=PACKAGE PR=PAIR RL=ROLL RM=REAM ST=SET TH=THOUSAND

ITEM NO.	QTY	U/M	DESCRIPTION	Unit Cost	Qty x Unit Cost	Rec'd
TOTAL REQUEST					\$	

REQUESTED BY: _____	Date: _____
APPROVED BY: _____	Department: _____
Less than \$ 500.00 Department Head Signature (Required)	Account No. _____
\$ 500.00 and up Vice President's Signature (Required)	

Submit completed form to the Service Room.