

WAYCROSS COLLEGE GENERAL STORES

Requisition for Supplies

Division/Dept. _____ Req. No. _____

Originator Name _____ Req. Date _____

Account No. _____ Fund Code _____ Dept. Code _____ Program Code _____ Class _____ Project _____

		Unit	Qty	Unit Price	Amount	Gen Stores Use Only
Letterhead						
OFC-600	Waycross College bond	RM		\$ 20.50	\$	
Envelopes & Labels						
OFC-100	WC Letterhead envelopes	BX		\$ 18.00	\$	
OFC-400	WC Letterhead window env	BX		\$ 33.58	\$	
OFC-200	Parcel Post labels	PK		\$ 8.95	\$	
Paper						
OFC-700	Copy paper, #4, 8-1/2x11	CS		\$ 33.77	\$	
OFC-900	Copy paper, #4, 8-1/2x14	RM		\$ 3.13	\$	
OFC-500	State of Georgia bond, plain	RM		\$ 5.60	\$	
OFC-1000	Paper, 3-hole, 8-1/2 x 11	CS		\$ 45.99	\$	
Other Items						
OFC-1800	Batteries, AA	EA		\$ 0.33	\$	
OFC-1600	Box sealing tape	CS		\$ 46.99	\$	
PAP-200	Paper towels, C-fold	CS		\$ 14.12	\$	
CUS-1000	Latex, powder-free gloves	CS		\$ 69.97	\$	
CHM-400	Disinfectant spray	EA		\$ 3.85	\$	
Requisition Total:					\$	

Requested by _____

Prev. Budget Balance _____

Approved by _____

Requisition Amount _____

For Budget Control _____

Budget Balance _____

Delivery Received by: _____ Date: _____