Account/Transaction No.

**This order will be filled by:**

**CHRISTIES OFFICE PLUS**

# Brandon, Manitoba

**OFFICE**

**SUPPLY REQUISITION**



The total amount authorized by this requisition is **not** to exceed $250.00.

**Date:** \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ **TO BE DELIVERED TO:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DEPARTMENT:** | | |  | | |
| **ROOM:** |  | | | **FLOOR:** |  |
| **BUILDING:** | |  | | | |

**INITIATED BY:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

Name Telephone No. G/L CHARGE CODE (7 digit #) Date

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| --- | --- | --- | --- |
| **Item Number** | **Quantity Ordered** | **Description** | **Price** |
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White: Purchasing Office

10/15