Supplies: (such as account codes: 734002, 734010, 734016, 734020, 734098, and 734099)

When purchasing supplies it is important to include the following information on your purchase requisition to insure that the correct merchandise is received.

- Quotation Number (entered in the “Document Text” print box)
- Item #, Part # and or Model # (entered on each commodity line item)
- Detailed Description of item on each commodity line
- Correct quantity and unit cost