

Office Equipment Order Form

Department/Requester:

Order Date:

#	Item Description	Item Code	Quantity	Unit Price (\$)	Total (\$)
1	Laser Printer	PRNT-302	2	185.00	370.00
2	Office Chair	CHR-110	4	90.00	360.00
3	Wireless Mouse	MSE-501	6	20.00	120.00
4	External Monitor 24"	MON-240	3	150.00	450.00
5	Desk Lamp	LAMP-01	5	25.00	125.00
Grand Total (\$):					1,425.00

Additional Notes / Special Instructions:

Approver's Name:

Submit Order