

To: MGT Team Member - NRCS, Salina, KS

Subject: Sample email requisition

A need has been identified for the following item(s). Please provide approval to make this purchase.

Item description:

File Folders

Quantity/Total Price:

12 boxes @ \$19.50 each= \$234.00

Items are needed for contract storage. Mandatory sources (Office Max/GSA) did not stock the correct file folder size.

Vendor Name/Address/Phone/Website

Super Duper File Folders, Inc.
123 Kansas Avenue
Salina, KS 67401
785-823-4575
www.superduper.com