

# REQUISITION C-TEC

TO: SHIP TO

FAX: PHONE:

Do you want this: (check one) FAXED IN PHONED IN MAILED IN

SPECIAL INSTRUCTIONS:

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
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**TOTAL  
AMOUNT**

**SIGNATURE**

**PO#**

**COMMENTS**

**Email to Administrative Assistant:**

**ACCOUNT CODE**

Becky Hensley	Ginger Rife
Heidi McClain	Kate Ryan
Lin Funk	Mary Bebout
Cathy Del Cecato	Eileen Hudson
Sherrie Waller	Kathy Owens