

GLENDALE COMMUNITY COLLEGE

WAREHOUSE REQUISITION

Date:

Requesting Dept:				
TOPS Manager:				
Account:				
Deliver To:				
Description	Unit	Quantity	Unit Price	Total Amount (\$)
Paper, white 8 ½ x 11, #20	Ream: 500 sheets		\$ 5.00	
Paper, white 8 ½ x 11, #20	Case: 10 reams		\$ 50.00	

Warehouse Requests: Please submit a completed and approved form to purchasing@glendale.edu. An emailed approval will suffice.