



OFFICE SUPPLIES MAIN MENU



- | | |
|------------------|------------------|
| View Supplies | Supply Request |
| Supplies In | PO's |
| Supplies Out | Reports |
| Supplies Pending | Reference Tables |

Office Supplies

Product Quick find: By Name: By Item No:

OD® Brand Color Paper Clip Dispensers, Assorted, Pack Of 3

Add New Product View Inactives

Product Info | Supplies In | Supplies Out | Supplies Pending | Supplies On Order

Starting Inventory:

Item No:

Item Description: OD® Brand Color Paper Clip Dispensers, Assorted, Pack Of 3

Item Category: BASIC SUPPLIES

Item Cost: \$3.29

Notes:

U of M: pack of 3

Minimum Required:

A/I: A

Total In:

Total Out:

Total Pending:

Total On PO Order:

Ending Inventory:

Actual Ending Inventory:

Difference:

Last Updated: 8/9/2011

Updated By: SD

Update Actual Ending Inventory

Created By:

Modified By:

Record: 1 of 1 No Filter Search

Record: 1 of 331 No Filter Search

Supply Request Menu

- | | |
|----------------------------------|----------------------|
| Create Office Supply Request | |
| Edit Saved Office Supply Request | <input type="text"/> |
| Create Other Request | |
| Edit Saved Other Request | <input type="text"/> |
| Fill Request | <input type="text"/> |

Office Supplies Main Menu | PO Menu | View Purchase Order | Supply Request Menu | **Create Supply Request**

Create Supply Request

Date:

Department:

Reason for Request:

Request ID:

Request Total:

*Current Inventory includes pending request

Quantity	Select Item	<input checked="" type="radio"/> By Name <input type="radio"/> By Number	Requested By	Unit Price	Line Total	* Current Inv	U of M
1	Alisop® Ergoprene Gel Mouse Pad, Black		Beth	\$9.34	\$9.34		each
1	Brother® MFC-7860DW Monochrome Laser All-In-One Printer,		Beth	\$295.44	\$295.44		each
*				\$0.00	\$0.00		



Supply Request

Date: 5/16/2014
 Department: Melbourne PAR
 Reason for Request: Replenish office supplies

Request ID: 2014516840
 Request Total: \$304.78

Quantity	Item No	Item Description	Requested By	Unit Price	Line Total
1	671994	Alisop® Ergoprene Gel Mouse Pad, Black	Beth	\$9.34	\$9.34
1	214629	Brother® MFC-7860DW Monochrome Laser All-In-On	Beth	\$295.44	\$295.44

2 Total Items

Office Supplies Main Menu | PO Menu | **View Purchase Order**

Purchase Order View

Quick Find PO:

Date:

PO Number:

PO Sub Total:

Shipping:

Sales Tax:

Other:

PO Total:

Vendor:

Ordered By:

Ship To:

Reason:

Payment Type:

Comments:

Item Description	Request ID	Requested By	U of M	Qty	Cost	Line Total	Billing Code
Office Depot Brand Plain Dividers With T	97Q142012731556	Selena	pack	2	\$29.99	\$59.98	97Q14
Office Depot Brand 36% Recycled D-Rr	97Q142012731556	Selena	each	2	\$8.16	\$16.32	97Q14

Record: 1 of 2 | No Filter | Search