

PURCHASE REQUEST

P. R. N^o 46750

UNIVERSITY OF KANSAS
LAWRENCE, KANSAS

Date..... **October 4, 1945**

Business Manager:

Please furnish the items listed below:

Maintenance
Fund or Appropriation

Physical Education
Department

Wanted By..... **Immediately** 19. **45**

NOTE: Write out below reason for purchase explicitly. Attach questions if any.

Signed:.....
(Department Head)

Quotation sheets to accompany all orders except contract items, or noncompetitive items if actual state cost is known.

	Quantity	DESCRIPTION (Complete as possible)	Unit Price	Actual Cost
	1	Cleaning of typewriter in Miss Hoover's office, 108 R.		5. 50
		1 set cork feed rolls		2. 70
		Platen		2. 00
		New Keyboard		1. 50
	1	Adjustment of typewriter, Room 107 R.		50
				\$12. 20
		Budget allowance \$		
		Net balance to date \$		

Firms from which we recommend purchase be made.

Lawrence Typewriter Exchange
735 Mass. Street
Lawrence, Kansas

P. O. V. No.....

E. A. No. A.....

F. O. B.....

Terms.....

Approved By:

(Business Manager)

Quotation No.....

