



OTPS Detail Sheet

1146 Boylan Hall

Phone: 718.951.5000x3272 Fax: 718.951.4440 Email: fbbsc@brooklyn.cuny.edu

Form #BCPR002 Effective Date: September 20, 2010

Department Name	OTPS Budget Charged	Refer questions to:	Telephone No.
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#	Catalog #	Description	Qty.	Unit	Unit Price	Amount
16						
17						
18						
19						
20						
21						
22						
23						
24						
24						
26						
27						
28						
29						
30						

On the Purchase Requisition form enter "As per attached OTPS Detail Sheet: Number of Items" in the 'Item Description' field, in the 'Unit Price' field enter the total amount from this detail sheet, and staple to the requisition.

Total:

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