* OMB Circular A-21 section F.6.b(3) states that "items such as office supplies… shall normally be treated as Facilities and Administrative costs." Direct charging of these items may be appropriate if explicitly budgeted and the cost can be specifically identified with the project with a high degree of certainty.
# Purchase Requisition

<table>
<thead>
<tr>
<th>Type</th>
<th>Item Category</th>
<th>Catalog # &amp; Complete Description (including notes &amp; buyer notes)</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
</table>

Quotation: ___ Written ___ Verbal  
By  
Date  
Total: $