BROOKLYN College
The City University of New York

OTPS Detail Sheet
1146 Boylan Hall
Phone: 718.951.5000x3272   Fax: 718.951.4440   Email: fbsc@brooklyn.cuny.edu
Form #BCPR002 Effective Date: September 20, 2010

Department Name	OTPS Budget Charged	Refer questions to:	Telephone No.

#	Catalog #	Description	Qty.	Unit	Unit Price	Amount
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

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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