DEPT: _____ ACCOUNT #: _____

OFFICE SUPPLIES PURCHASES OTHER THAN STAPLES

MONTH: YEAR:

Date of Purchase	Item Purchased	Staples Unit Price	Comparison Unit Price(s)	Comparison Vendor(s)	Total Purchase Price	Was Staples Price Used? Y/N	Amount of Savings if Staples Was Used	Amount of Savings if Staples Was Not Used