

## REQUISITION

|                                                                           |                                                                         |                                                                                                        |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Contact:                                                                  | Phone Number:                                                           | Account Number:                                                                                        |
| Ship To:                                                                  |                                                                         |                                                                                                        |
| <input type="checkbox"/> <b>7920 MACON HWY<br/>WATKINSVILLE, GA 30677</b> | <input type="checkbox"/> <b>35 N MAIN ST<br/>WATKINSVILLE, GA 30677</b> | <input type="checkbox"/> <b>4375 LEXINGTON RD<br/>ATHENS, GA 30605</b>                                 |
| <input type="checkbox"/> <b>2441 MONROE HWY<br/>BOGART, GA 30622</b>      | <input type="checkbox"/> <b>1010 PARK DR<br/>WATKINSVILLE, GA 30677</b> | <input type="checkbox"/> <b>2500 DANIELS BRIDGE RD,<br/>BUILDING 200 SUITE 1A<br/>ATHENS, GA 30606</b> |

| ✓                      | FORM #    | DESCRIPTION                                           | QUANTITY                                                           | ✓                     | FORM #    | DESCRIPTION                                                                       | QUANTITY                                                          |
|------------------------|-----------|-------------------------------------------------------|--------------------------------------------------------------------|-----------------------|-----------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------|
|                        | OSB1      | Other Suspense                                        | <input type="checkbox"/> 2,500<br><input type="checkbox"/> 10,000  |                       | OSB13     | #10 PO City Return Address Envelopes                                              | <input type="checkbox"/> 2,500<br><input type="checkbox"/> 10,000 |
|                        | OSB2      | Transit Item – Credit Card<br>2 Sheets/w Carbon Paper | <input type="checkbox"/> 2,500<br><input type="checkbox"/> 10,000  |                       | OSB14     | Stationery<br>#10 Linen Envelope                                                  | <input type="checkbox"/> 2,500<br><input type="checkbox"/> 10,000 |
|                        | OSB3      | Night Deposit Ticket – 2 part/NCR                     | <input type="checkbox"/> 1,500<br><input type="checkbox"/> 5,000   |                       | OSB15     | Night Deposit Envelopes                                                           | <input type="checkbox"/> 1,500<br><input type="checkbox"/> 5,000  |
|                        | OSB4      | Counter Check                                         | <input type="checkbox"/> 2,500<br><input type="checkbox"/> 10,000  |                       | OSB16     | Drive-In Envelopes                                                                | <input type="checkbox"/> 2,500<br><input type="checkbox"/> 10,000 |
|                        | OSB5      | Blank General Ledger<br>Debit/ Pads of 100            | <input type="checkbox"/> 10,000<br><input type="checkbox"/> 25,000 |                       | OSB17     | Logo Letterhead-Black                                                             | <input type="checkbox"/> 500<br><input type="checkbox"/> 1,000    |
|                        | OSB6      | Blank General Ledger<br>Credit/ Pads of 100           | <input type="checkbox"/> 10,000<br><input type="checkbox"/> 25,000 |                       | OSB18     | Cash Out Ticket<br><i>Enter Teller/Branch Numbers<br/>in space provided below</i> | <i>Enter<br/>Below</i>                                            |
|                        | OSB7      | Checking Deposit Tickets<br>Pads of 100               | <input type="checkbox"/> 2,500<br><input type="checkbox"/> 10,000  |                       | OSB19     | Cash In Ticket<br><i>Enter Teller/Branch Numbers<br/>in space provided below</i>  | <i>Enter<br/>Below</i>                                            |
|                        | OSB8      | Loan Ticket/ Pads of 100                              | <input type="checkbox"/> 100<br><input type="checkbox"/> 250       |                       | OSB20     | Logo Letterhead<br>20 # Bond                                                      | <input type="checkbox"/> 500                                      |
|                        | OSB9      | Accounts Payable Envelope                             | <input type="checkbox"/> 1,500<br><input type="checkbox"/> 5,000   |                       | OSB21     | Savings Withdrawal/<br>Deposit Pad                                                | <input type="checkbox"/> 25,000                                   |
|                        | OSB10     | Return Service Requested<br>#10 Window                | <input type="checkbox"/> 2,500<br><input type="checkbox"/> 10,000  |                       | OSB22     | Deposit Duplicate<br>Book                                                         | <input type="checkbox"/> 500                                      |
|                        | OSB11     | Return To Us Envelopes                                | <input type="checkbox"/> 1,500<br><input type="checkbox"/> 5,000   |                       | OSB23     | Loan in Process Debit<br>– White                                                  | <input type="checkbox"/> 5,000                                    |
|                        | OSB12     | #10 Return Address<br>Logo Envelopes                  | <input type="checkbox"/> 25,000<br><input type="checkbox"/> 50,000 |                       |           |                                                                                   |                                                                   |
| <b>Cash Out Ticket</b> |           |                                                       |                                                                    | <b>Cash In Ticket</b> |           |                                                                                   |                                                                   |
| Qty. 2,500 5,000       |           |                                                       |                                                                    | Qty. 2,500 5,000      |           |                                                                                   |                                                                   |
| Teller #:              | Branch #: | <input type="checkbox"/>                              | <input type="checkbox"/>                                           | Teller #:             | Branch #: | <input type="checkbox"/>                                                          | <input type="checkbox"/>                                          |
| Teller #:              | Branch #: | <input type="checkbox"/>                              | <input type="checkbox"/>                                           | Teller #:             | Branch #: | <input type="checkbox"/>                                                          | <input type="checkbox"/>                                          |
| Teller #:              | Branch #: | <input type="checkbox"/>                              | <input type="checkbox"/>                                           | Teller #:             | Branch #: | <input type="checkbox"/>                                                          | <input type="checkbox"/>                                          |
| Teller #:              | Branch #: | <input type="checkbox"/>                              | <input type="checkbox"/>                                           | Teller #:             | Branch #: | <input type="checkbox"/>                                                          | <input type="checkbox"/>                                          |
| Teller #:              | Branch #: | <input type="checkbox"/>                              | <input type="checkbox"/>                                           | Teller #:             | Branch #: | <input type="checkbox"/>                                                          | <input type="checkbox"/>                                          |
| Teller #:              | Branch #: | <input type="checkbox"/>                              | <input type="checkbox"/>                                           | Teller #:             | Branch #: | <input type="checkbox"/>                                                          | <input type="checkbox"/>                                          |

Email this Requisition to: [PrintSupport@OfficeDepot.com](mailto:PrintSupport@OfficeDepot.com)