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Purchase requestsPurchases will onlPurchases will not	sted for purchase must be in the approve s must be submitted 30 days prior to you y be made from websites with secure pa be processed from big-box retail stores ies outside of the United States.	ur service authoriz Hyment options.	zation end date	
or orders of more than 5 item Item Number	ns, please use a separate form. Item Name/Description	Quantity	Cost per	Total Cost
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