

Product or Service Request Form

Product: Copier Paper

- Description: White copier paper 8.5" x 11"
- Quantity: 5 cases
- Price: \$46.99/case, total \$234.95

Office address and POC for receipt and back up POC:

Requested Vendor: Office Depot

Required Date for Item: April 5, 2025

Sources:

AbilityOne: Boise® X-9® Multi-Use Copy Paper

GSA: item not available

UNICOR: N/A

Other sources: Boise X 9 Multi Use Printer Copy Paper 10 Reams White Letter 8.5 x 11 5000 Sheets Per Case 20 Lb 92 Brightness - Office Depot

- Justification: Provide an affirmative statement that the required sources (GSA or AbilityOne) did not have the goods or services needed.
 - The product on the required source is more expensive.
 - The Maximum quantity does not meet the governments need.
 - The Minimum delivery lead time is too long for the current need.

By completing this form, the requestor is confirming that the required products were not available in the requested quantities through the mandatory sources of AbilityOne, GSA, Agency inventory and excess of from other agencies.