O.C.E.A.N., INC
40 WASHINGTON STREET
PO BOX 1029
TOMS RIVER, NJ 08754

732-244-5333 PURCHASING EXT. 917

Updated 7/2008

Janitorial Purchase Requisition

CENTER NAME: _____

DATE: _____ **SUBMITTED BY:** _____

Purchase Requistions for janitorial supplies must be submitted on first and third Friday of Month

DESCRIPTION	QTY	ISSUED	B/O	ENTERED	DESCRIPTION	QTY	ISSUED	B/O	ENTERED
Ajax/Babo Cleanser									
Batteries									
9V									
AA									
AAA									
C									
D									
Bleach									
Carpet Cleaner									
Carpet Deodorizer									
Changing Table Paper (case)									
Cool Jel (kitchen use only)									
Deodorizer (Time Mist Refill)									
Disinfectant Spray									
Dust Pan									
Facial Tissue									
Foam Cleaner									
Furniture Polish									
Gloves, Blue									
Gloves, Vinyl									
Hand Soap									
Excelon Pink									
Gallon									
Handi Wipes									
Mop Head									
Mop with Handle									
Multifold Towel (case)									
Neutra Blue Floor Cleaner									
Odor-Sorb									
Push Broom									
Ruff & Ready									
Spray Bottle									
Spray Nozzle									
Toilet Paper									
Trash Bags - 55 gallon (case)									
Trash Can - small									
Vacuum Bags									
Eureka F&G									
Orek XL									
Window Cleaner									
Wisk Broom									

Supervisors Signature _____

Purchasing Coordinator Signature _____

>>>>>>>>PLEASE CHECK YOUR ORDER THEN SIGN AND DATE: _____