OFFICE SUPPLY ORDER FORM

(check one)

Qty	Item #	Description of Item/ Budget Code if Applicable	Supplier or Brand	Page # if Applicable	Dept Budget	General Stores

Please have your order into the Board Office by Tuesday. Orders will be placed once a week.

Choose from the following suppliers: www.staples.com, www.quill.com or www.officedepot.com.

If the item is not available with any of the above suppliers, please include an attachment from the supplier's catalog or website.

Department: _____ Approved by: _____

Date Ordered: _____

Date Received: _____

BOC

FOR BOARD OFFICE USE

Date ordered: _____

Date to Dept: _____