

Supply Order Form

(Storeroom Phone: x6-2872 / Fax#: x6-2873)

Complete as indicated:

Warehouse processing date: _____

Department Name: _____

Check here if returned for *credit only*.

Delivery Area: _____

(Credits & Orders MUST be on separate forms)

Ordered by/phone #: _____

Dept. account #: *(please fill in items below)*

Fund #	Dept ID #	Acct #	Program #	Project/Grant #	Class #
		6 6 0 0 0 3			

Item #	Item Description	Qty	Unit	Cost	Extension	Whse Check	Out of Stock
	Paper						
7530-290-0628-5	Copy Paper 8 1/2 x 11		CS				
7530-290-0628-1	Copy Paper (bulk) 8 1/2 x 11		BULK				
7530-290-0630-3	Copy Paper 8 1/2 x 14		RM				
1111-000-0017-8	Copy Paper 11 x 17		RM				
<i>* If your order consists of 10 or more cases of copy paper, you will receive the paper @ a lower cost.* (If you do order 10+ cases of paper, please fill in the box corresponding to the 'bulk' paper option.)</i>							
	Forms						
1111-000-0007-6	Evaluations Forms		PKG				
1111-000-0003-8	Labels, "Cal Poly"		PKG				
1111-000-0018-2	Petty Cash Vouchers		PKG				

** If your order consists of 10 or more cases of copy paper, you will receive the paper @ a lower cost.*
 (If you **do** order 10+ cases of paper, please fill in the box corresponding to the 'bulk' paper option.)*