

# Central Supply Order Form

Item Description		Cost	Quantity Requested	Total Due
Oversized Envelopes (10" x 13")	Single envelope	\$ 0.48		
#10 Envelope with Window	Box of 500	\$ 48.25		
#10 Regular Envelope	Box of 500	\$ 67.50		
#9 Envelope with Window	Box of 500	\$ 61.20		
#9 Regular Envelope	Box of 500	\$ 69.33		
Letterhead	Pack of 250	\$ 28.42		
A9 Envelopes	Pack of 250	\$ 60.83		
Notecards	Pack of 250	\$ 108.00		
Total to charge Acct # _____				

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Accounting Office Use

Date Requested: \_\_\_\_\_ Date Honored: \_\_\_\_\_

Provided Service(Business office worker): \_\_\_\_\_

Date entered: \_\_\_\_\_