

Central Supply Order Form

Item Description	Cost	Quantity Requested	Total Due
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Oversized Envelopes (10" x 13")	Single envelope	\$ 0.50		
#10 Envelope with Window	Box of 500	\$ 50.00		
#10 Regular Envelope	Box of 500	\$ 95.00		
#9 Envelope with Window	Box of 500	\$ 75.00		
#9 Regular Envelope	Box of 500	\$ 70.00		
Letterhead	Pack of 250	\$ 40.00		
A9 Envelopes	Pack of 250	\$ 65.00		
Notecards	Pack of 250	\$ 140.00		

Total to charge Acct #

Requested by:

Date:

Supervisor Approval:

Date:

Accounting Office Use

Date Requested:

Date Honored:

Provided Service(Business office worker):

Date entered: