

# Central Supply Order Form

Item Description		Cost	Quantity Requested	Total Due
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:	