

## **OFFICE DEPOT ORDER FORM**

\*Orders placed before 3:00 p.m. will usually be delivered the next afternoon although there may be exceptions.

TODAY'S DATE \_\_\_\_\_

DATE NEEDED \_\_\_\_\_

NAME OF PERSON ORDERING: \_\_\_\_\_

NAME OF PERSON ITEM IS FOR: \_\_\_\_\_

**SOURCE OF FUNDS** (to be used): (Please mark only one)

**FUNDING SOURCES**

\_\_\_ Teaching

\_\_\_ FRC: Cost Object # \_\_\_\_\_

\_\_\_ Extension

\_\_\_ CDL: Cost Object # \_\_\_\_\_

\_\_\_ Research

\_\_\_ Salary Savings: Cost Object # \_\_\_\_\_

\_\_\_ Grant: WBS # \_\_\_\_\_

Name \_\_\_\_\_

PURPOSE \_\_\_\_\_

**ITEMS TO BE ORDERED**

<u>Quantity</u>	<u>Office Depot Item</u>	<u>Purpose</u>	<u>Short Description of Item</u>	<u>Cost</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

**SHIP TO:**     \_\_\_ East Campus Dean's Office     \_\_\_ CDL     \_\_\_ City Campus Main Office

**NOTIFY:** (name, phone number, email) to pick up order \_\_\_\_\_

**SEND:** (drop off, mail, email, scan) form to Jan Harris, Rm. 135 MABL 0236

For Office Use:    Date Ordered: _____	Date Received: _____
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