



Submit this completed form to the Trinity County Auditor's Office at least one week before supplies are needed.

Office Supply Order Form

Date _____ 20____

Name _____

Phone # _____ E-mail _____

Department _____

ITEM #	QUANTITY	DESCRIPTION	PRICE

The majority of the time we will use Office Depot for office supplies. An on-line catalog is available at www.officedepot.com. This will allow you to evaluate products before ordering to allow you to get description and item numbers as needed for this order.

Department Head Authorization: _____
signature