

Rapid Copy Center (BA B26)

Phone: 442-3245

Office Stores Order Form

Fax: 442-3329

Date: _____

Account Number: _____

Ordered by: _____
(Name)

Phone Number: _____

Authorized Signature: _____
(Account Manager/Project Director)

Deliver to: _____
(Department Name)

_____ (Bldg/Rm)

INSTRUCTIONS: Fill in the quantity of each item you are requesting from Office Stores.
Form must have an authorized signature and valid account number for order to be filled.
Fax – 442-3329, Mail – Rapid Copy Center BA B26, or Drop-Off in person.

Office Stores Use Only	QTY	UNIT(S)	Item Description
		50 / pkg	Envelope, Kraft Self Adhesive 7.5 X 10.5
		50 / pkg	Envelope, Kraft Self Adhesive 9 X 12
		50 / pkg	Envelope, Kraft Self Adhesive 10 X 13
		50 / pkg	Envelope, Kraft Self Adhesive 10 X 15
		50 / pkg	Envelope, Messenger Small
		25 / pkg	Envelope, Messenger Large
		500 / box	Return Address, White # 10
		500 / box	Return Address, White Window # 10
		100 / pkg	Exam Booklets
		25 / pkg	Purchase Requisition
		Ream	Paper, 25% Rag Bond 8.5 X 11