

Rapid Copy Center (BA B26)

Phone: 442-3245

Office Stores Order Form

Fax: 442-3329

Date: _____ Account Number: _____

Ordered by: _____ Phone Number: _____
(Name)

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, Messenger Small
		25 / pkg	Envelope, Messenger Large
		100 / pkg	Exam Booklets

Kraft Envelopes are now available through the online ordering service available on the Office of Purchasing and Contracts website.

http://www.albany.edu/purchasing/state_funded/online_ordering_sf.html

Letterhead, Business Cards and Envelopes.

Revised 10/10