



STUDENT ASSOCIATION, UNIVERSITY AT ALBANY

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Staples Order Form

Officers and SA Staff: Please submit this form to the Comptroller.

Student Groups: Please submit this form to the Comptroller. Once it has been approved, the Asst. Director of Operations will place your order.

You do not need to submit a voucher with this form

Contact Person AND Group Name: _____

Department No. _____ Object No. _____ Project No. _____

Contact phone#: _____ Date list is being submitted: _____

Item Description: _____

Item Number: _____

Quantity: _____

Price: _____

Item Description: _____

Item Number: _____

Quantity: _____

Price: _____

Item Description: _____

Item Number: _____

Quantity: _____

Price: _____

Item Description: _____

Item Number: _____

Quantity: _____

Price: _____

Item Description: _____

Item Number: _____

Quantity: _____

Price: _____

Please write additional orders on back in the same format.

For office use only Purchase Order #: _____

Date Ordered: _____ Order Number from Staples: _____

Comptroller's Signature of approval: _____

Director/ Asst. Director of Operations Signature of approval: _____



that was easy: