Staples Order Form

Organization: _____

Ordered by: _____ Date: _____

Circle One: Event Award Operational Fund

Please fill in the form with the items you wish to order. You can obtain item numbers from www.staples.com or catalog available in the SGA Complex. After the form is completed, submit to SAFC Business Manager and the items will be ordered upon approval.

Staples Item #	QTY	Description	Unit Cost	Total Cost
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
			TOTAL	$0.00

Organizational Representative: _____

Divisional Representative: _____

Organizational Advisor: _____

SAFC Business Manager: _____