

Instructions for Pierce Supply Request Form

Please fill out the Supply Request Form as complete as possible. Be sure to include your name, Department, contact information, and signature. Form must be approved by your Department Supervisor, Manager, or Chair (Dean or VP also acceptable). For Stock Number and Item Description, please refer to the Central Supply Catalog Guide on the Pierce College website (under Faculty & Staff > Forms & Manuals > Admin Services). Use Item # as the Stock # on the Form. Leave Unit Price and Total amount blank; those fields will be filled out by the Bookstore.



COVID-19 Quarantine Office Supply Request Form

*Submit APPROVED form to Danny Illouz:
illouzd@piercollege.edu

Date: _____

Requestor Name: _____

Department: _____

Requestor email address: _____

Requestor phone number: _____

**Only Items in stock at Pierce
Central Supply or Pierce
Bookstore are available**

Items Request List:

QTY	STOCK NO.	ITEM DESCRIPTION	Office Use Only	
			UNIT PRICE	TOTAL AMOUNT
			Sub-Total:	
			TAX:	
			TOTAL:	

**A confirmation email will be sent with
distribution information**

I CONFIRM THAT ALL REQUESTED ITEMS ARE NECESSARY FOR WORK-AT-HOME DURING THE COVID PANDEMIC

Employee Signature: _____

Date: _____

APPROVED BY: _____
Department Manager, Supervisor or Chair; Dean, or VP Signature

Mailroom Use Only:
Order P/U Date: _____
Initials: _____
Order Pick-up by: _____