

PIERCE COLLEGE

CENTRAL SUPPLY ORDER

DEPARTMENT _____ Are you an SFP DATE _____

FUND - SFP ONLY GL ACCOUNT - SFP _____ FUND CENTER - WBS SFP ONLY _____ DELIVERY LOCATION _____ EXTENSION NO. _____

QTY	UNIT	STOCK NO.	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT

Date Filled _____ Back order filled _____ Items on Back Order (Indicate with a BO) _____
Filled By _____ Date notified as to BO status _____ BO Refresh Date _____

Check below which best applies to this order:
 Materials used for classroom instruction
 Materials used for "Office Use"

Subtotal - SFP Only _____
Tax _____
Total - SFP Only _____

Signatures Required

Requested by	_____	Date	_____
First Level Approvals	_____	Date	_____
Second Level Approvals	_____	Date	_____
Received by	_____	Date	_____

Instructions for filling out the order form

1. If you are a Specially Funded Program (SFP) please mark the box SFP.
2. If you marked the SFP Box, please enter your account information. If you did not mark the SFP box and the source of your funds are from unrestricted general fund (10100), you do not have to provide account information.
3. Indicate delivery location and phone extension
4. If you marked the SFP Box, please indicate the unit price and total extended on the order form. If you did not mark the SFP box and the source of your funds are from unrestricted general fund (10100), you do not have to indicate unit or total amount.
5. Mark the appropriate box to indicate how these materials will be used.
6. The signature block for "Requested by" can be used to identify the initiator. A signature is not required it can be left blank.
7. This order form requires two authorized signatures to be processed and filled. Individuals who are authorized must have a valid signature card on file.
8. Submit to the Mail Room to fill the order. If you are a SFP it will be sent to the Business Office to validate funds are available prior to filling the order. If your source of funds are unrestricted General fund (10100) there will be no charge to your existing departmental account.