

Dept. Order Reference # _____

**DEPARTMENTAL COPIER PROGRAM
NON-PROGRAM PAPER ORDER FORM**

**NOTE: THIS ORDER MAY BE FAXED TO THE PROGRAM OFFICE AT X.52470 OR
SENT BY EMAIL TO: COPIER PROGRAM@CSULB.EDU**

This order is for non-program white, 8 1/2 X 11" recycled paper to be used in printers, fax machines and non-program copy machines. The current charge for this paper is available by calling the Program office at X.57558 or 55329. **(NOTE: This paper will only be sold in case quantities, 10 reams per case.)** Please indicate below the proper billing account numbers for this expense & have this signed by the appropriate approving official. Upon receipt of a completed order form this paper may be picked up or will be delivered within 3-4 days of receipt.

DATE: _____

DEPARTMENT NAME: _____
(Full Dept.Name Please, No Initials)

REQUESTOR: _____ EXT. _____

DELIVER SUPPLIES TO BUILDING/ROOM: _____

DELIVERY LOCATION OPEN DURING LUNCH HOUR? _____ YES _____ NO

ORDER APPROVED BY: _____ DATE: _____

# Cases To Order	Fund #	Dept.ID	Program	Project	Class	Current Cost Per Case (Includes Tax)	Total Charge to Account

SUPPLIES RECEIVED BY: _____
(Please sign name to confirm receipt of supplies.) Date Received _____