

STATIONERY REQUEST FORM

- All requests for stationery must be made on this form.
- No email requests will be processed.
- One week's notice is required for all orders.
- Completed Stationery Request Forms must arrive in the Assignments Office by 5pm Tuesday.
- All orders will be processed by 9am on the following Tuesday (one week processing), or sooner, if so advised.
- Items not in stock at the time of order will be supplied as stock becomes available.

Name: _____

Date: _____

Account No. to be Charged: _____

.....
Signature

Quantity	Description	Cost	Issued
TOTAL			

Order collected on: By:

Office Use Only

Processed by: Items still to be supplied? YES/NO
 Date: Charged to Cost Centre? YES/NO