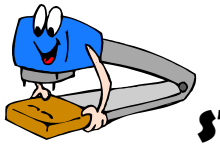
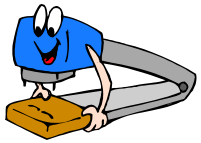


STAPLES OFFICE SUPPLY ORDER FORM



DATE: _____

WHO SHOULD WE CONTACT WHEN THE ORDER COMES IN?

CLUB NAME:_____

NAME:_____PHONE NUMBER:_____

This form must be turned into the RUB Information Desk when completed. You must also attach a Treasury Request Form signed by the club President or Treasurer. If you have any questions please contact Lynn Oborski at 898-6211 or email her at lmo10@psu.edu.

Staples Page No.	Staples No.	Quantity	Description of Item	Price Per Item	Total Price	For Office Use Only
				TOTAL:		