

NEW CANEY ISD

BULK PAPER ORDER/CHARGE FORM

CAMPUS: _____

DATE: _____

DESCRIPTION: BULK COMPUTER/COPY PAPER

QUANTITY: _____ CASES

PRICE/CASE: \$ _____

TOTAL COST: \$ _____

BUDGET CODE: _____

DATE: _____
(CAMPUS/DEPARTMENT ADMINISTRATOR SIGNATURE) **REQUIRED**

DATE: _____
(CAMPUS SECRETARY/BOOKKEEPER SIGNATURE) **REQUIRED**

TO BE COMPLETED BY THE MAINTENANCE DEPARTMENT

DELIVERY DATE: _____

DELIVERED BY: _____ (SIGNATURE)

ACCEPTED BY: _____ (SIGNATURE OF CAMPUS PERSONNEL)

TO BE COMPLETED BY THE BUSINESS OFFICE

OFFSET ACCOUNT: _____

DATE POSTED: _____

POSTED BY: _____