# Order Form for Floater/Supply Cha

# AREA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_ APPROVED ASSIST. HEAD\_\_\_\_\_\_\_

**---*Please PRINT*---**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Requested by** | **How****Many** | **Item** | **Description** | **Brand** | **Size** | **Pkg.****Color** | Other Misc. Info | **$**Cost | **Okayed by****Area** **Head** |
|  |  |  |  |  |  | (If you Know)  | (Where might we find them in the store)  | (Estimate high)  |  |
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**Amount given to Floater Cha $\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Change given $\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Receipt given to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# *Please give us plenty of descriptive information so we can select the specific items you wish!*

Please fill out sheet with item(s) needed. Then place money in envelope

with name and amount of money on envelope. *Thanks!*