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)	

Amount given to Floater Cha $_____ by _____
Change given $_____ to _____
Receipt given to _____

Please give us plenty of <u>descriptive information</u> 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!***