Supply Order Form

MORGAN COMMUNITY COLLEGE

Requested By: Org # to charge

Email Address:

Date of Request Date Needed

Pick-up Notification: E-mail ☐ Put in Mailbox ☐ Call Extension ☐

Business Purpose:

Qty	Brand or Seller	Model # or Seller/Catalog Item #	Description

Please feel free to attach a screen capture or print with order information.

For orders of non-standard office supplies or over $100, please obtain an additional approval.

E-Mail Delegate Approver Include org approver email addresses

Select Approve/Deny

If order is less than $100 and standard office supplies, email directly to the College Store using the button here. Delegate Approver, use the E-Mail Store button to forward approved order.

E-Mail Store

Office Use Only

Ordered by_____ Date_____

Received by_____ Date_____

Order Received Notification to_____ Date_____

Rev 9/2020