



The City University of New York

Office Services

Room N352B

Paper and Exam Book Order Form

Chargeable Cost or Responsibility Center

Today's Date:
Name:
Signature:
Number & Ext:
Department:
Deliver to Room:

OTPS:
(Dept. Code)
Bill To:

Table with columns: Size, Weight, Price/Carton, # of Cartons, Total Price. Rows include WHITE (White, 3 Hole punch), COLOR (Blue, Goldenrod, Green, Ivory, Pink, Yellow), INDEX (White, Buff, Cherry Pink, Canary, Blue, Salmon, Green), and Exam Books (50 book Packet). Includes a GRAND TOTAL row.

Table for Office Use Only with columns: Delivery Date, Initial, Billed. Multiple empty rows for tracking.

Phone orders
Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Delivery Confirmation
Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Paper prices are based on state contract and are subject to change. Please note that we maintain a stock of multiple use 8 1/2 paper. All other paper orders above are subject to available ability.