

PHOTOCOPY
PRESERVATION

Supply Catalog + Forms



Executive Office of the President
Office of Administration

Fax Orders to: 395-4562

Telephone x52622

Requisition for Supplies

Requestor's Name										Date																			
Account Code				Agency/Division						Building/Room				Phone				Fax No.											
Catalog Item Number										Catalog Page		Description										Unit of Issue		Quantity					
												Approving Official (Print)																	
												Approving Official's Signature (I certify that the items listed on this slip are for official business of the U.S. Government)																	

- Orders received by 10:00 AM will be delivered on the same day.
- Orders received after 10:00 AM will be delivered the next business day.
- Please make requests for copier paper separately from other items.
- Interns and volunteers must make requests in the name of permanent staff members.

Revised 4/97



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FAX COVER SHEET

To: _____

Fax Number: _____

From: _____

Fax Number: _____

Comments: _____

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To: _____

Fax Number: _____

From: _____

Fax Number: _____

Comments: _____

FAX COVER SHEET

To: _____

Fax Number: _____

From: _____

Fax Number: _____

Comments: _____
