TEXAS TECH UNIVERSITY
Department *of* Plant and Soil Science

STAPLES ORDER FORM

Date: _____

Name: _____

FOP: _____

Quantity	Item #	Description	Amount

Orders will be placed on the 1st and 15th of each month. If you do not provide a FOP then your order will not be placed. Most orders come in within 3 working days.

I have a catalog you can view or go to www.staples.com and find what you want. Make sure you write down the correct item number to ensure I order the right item.

I will email you upon arrival of order.