



Online Store Order Form
500 Western Highway
Blauvelt, NY 10913

Received From: _____

Location: _____

SDFS Email: _____

Phone # _____

Amount: \$ _____

Date: ____/____/20____

Received By: _____

Date: ____/____/20____

Payment For:

ITEM #	QTY	SIZE	COLOR	NOTES

NB.

- *Cash Purchases must be paid for in advance. Orders will be filled and shipped when cash is received by the **Online Store** at the Blauvelt Campus.*
- *Order form along with payment must be submitted to **William Mayfarth** of the Facilities Management Department by Wednesday of each week for delivery the following week.*
- *The **Online Store** will notify purchaser when items will be delivered.*

FOR USE BY FINANCE DEPT. ONLY	
Received By:	_____
Date of Receipt	____/____/20____