



Stockbridge-Munsee Purchasing Dept.  
 N8705 Moh He Con Nuck Rd.  
 Bowler, WI 54416

# Supply Order Form

Date: \_\_\_\_\_

ACCT # \_\_\_\_\_

<b>Vendor(s)</b>		<b>Ship To</b>	Name
			Dept.

<b>Date Received</b>	<b>Date Completed</b>	<b>Estimated Delivery Date</b>

Qty	Item #	Description	Vendor	Unit Price	Line Total

	<b>Order Total</b>
<b>Order Completed By</b>	
<b>Order #</b>	

1. All forms must be scanned and emailed to Roberta Carrington or sent via Inter-Office mail to Property & Equipment.
2. Both signatures are required before order will be processed, however, if any ONE item is \$200 or more your order may be delayed.
3. Orders will be processed immediately and delivered within 5 business days, depending on availability.
4. Accounts Payable will use this form as authorization to pay invoice from the ACCT # listed above.
5. The Purchasing Dept. has the right to substitute items or vendor for a cost savings.
6. **ALL PACKING SLIPS MUST BE DATED AND INITIALED ON THE DATE YOU RECEIVE THE ITEMS AND SENT TO ROBERTA CARRINGTON AS SOON AS POSSIBLE.**

Requestor Signature	Date

Director's Signature	Date
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