



Order Forms

Use a separate form for each company that you are ordering from.

Fill out the order form completely and legibly. Be sure to include the site the items are being purchased for, and the date you filled out the form.

Use the company's online site for item numbers and prices. Catalogs are often times obsolete before they are printed.

Once the order form is complete, submit it to your supervisor for their signature and they will forward it to the Administrative Assistant. Once your order is received by the Administrative Assistant, it will be placed.

When your shipment arrives at the OESD, you and your supervisor will receive an email letting you know you can pick it up. You will also get a notification of how much the total was to keep track of classroom budgets.

It is best if you can take possession of the items within a week as we don't have anywhere at the OESD to store it for you.