

## Order Request Form

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

1. Fill out, completely, the top section of the Order Form
  - a. "Grant to be Charged"
  - b. "Company Name" & "Website"
  - c. "Rush Order", "Date Needed", & Date the form is filled out
  - d. "Classroom/Site" & Staff member filling out the form
2. For each item, put the item number, if there is one, a brief description of the item, the quantity needed, the price per item, and the total. **Do NOT paste the link to the item in the "Description" column**
3. Include the direct links for each item in the email with your Order Request Form. This is to ensure that the EXACT item is being ordered. Not all websites have item numbers to reference and the item numbers may not always accurate.
4. If you are able to, add the Shipping cost, Sales Tax, any Discounts, & the Grand Total at the bottom of the form. If you do not have that information, do not worry about filling it in. The Fiscal Administrative Assistant will complete this section of the form before sending it for signatures.
5. Once the Order Request Form is complete, email it to your supervisor, along with all the links, for your Supervisor to review, and they will forward it to the Fiscal Administrative Assistant. Once your order is received by the Fiscal Administrative Assistant it will be sent for the necessary signatures.
6. Once all signatures have been received, the Fiscal Administrative Assistant will place the order. You will receive an email notifying you that the order has been placed and an expected delivery date, if it is available. If it is an order coming out of a classroom budget, the total of the order will be included in the email.
7. When your shipment arrives at the OESD, the Fiscal Administrative Assistant will inventory your order and email you when it is ready to be picked up.
8. Make sure to pick up your items within a week of being notified. If you are not able to within that time frame, you will need to communicate this to the Fiscal Administrative Assistant.