Office Supplies Order Form - W.B.Mason

*Come to 301C Collis to look at a W.B. Mason catalog, or go to their website at http://www.wbmason.com for **INFORMATION ONLY**. Don't place an order from their website. Pull out the information about the products you want and enter them on this form.*

Forward to Collis.Center.Treasurers.Corner@Dartmouth.edu as an attachment, or deliver the this form to the Finance Office in 301C Collis. We will place an electronic order through the Dartmouth Procurment office to order the supplies you are requesting. Orders are usually delivered to our office the next business day.

Date:_____ Name:_____Organization:_____

Purpose:_____

OFFICE USE: CHARGE TO ACCOUNT:_____

Page #	Item #	Description	Color	Quantity