



SHOP ORDER FORM

DATE:		FROM:	
ATTENTION:	TED LOPUSHANSKY	SCHOOL/ DEPARTMENT:	
DEPARTMENT:	GRAPHIC ARTS	FAX #:	

SCHOOL ACCOUNTS WILL BE CHARGED THROUGH JOURNAL ENTRY WITHIN 30 DAYS OF RECEIPT OF GOODS. ALL ORDERS MUST HAVE PRINCIPAL'S SIGNATURE AUTHORIZING ORDER.

QTY	DESCRIPTION	PRICE EACH	TOTAL

Principal/Supervisor's Signature

SDS Account to be charged