



SHOP ORDER FORM

ATTENTION:	HORTICULTURE	DATE:	
DEPARTMENT:	HORTICULTURE	FROM:	
FAX #:	586-1817	SCHOOL/ DEPARTMENT:	

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

Cost Centre to be charged