



TRUMBULL COUNTY
EDUCATIONAL
SERVICE CENTER

SUPPLY ORDER FORM

TCESC Central Purchasing Catalog is always the first source for ordering supplies. All employees have a copy of this catalog. Additional catalogs are available in the TCESC mailroom and from Lisa Kaulback, administrative secretary. If an item is not in the TCESC Central Purchasing Catalog, the employee must locate a vendor and complete a purchase order.

Please follow these steps when ordering school and office supplies.

1. Complete this form, including the appropriate short code, for all orders.
2. Attach a copy of the page from the TCESC Central Purchasing Catalog indicating the item and quantity needed.
3. Obtain the required supervisor's signature.
4. Forward this form to Lisa Kaulback, administrative secretary, to be filled.

Request Date: _____ Date Needed: _____

Requested by: _____ Department: _____

Delivery Location: _____

Deliver by Courier: Yes No

Appropriate Short Code: _____ *This short code must be completed to fill order.*

All orders must be signed below.

Employee Signature: _____ Date: _____

Approved by: _____ Date: _____

For office use only: Date Received: _____ Date Filled: _____ Initials: _____