

# Paperclips Etc.

## Catalog Order Form

Requestors Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ DOE ID Badge #: \_\_\_\_\_

Catalog Name: \_\_\_\_\_

	Item Number	Page	DESCRIPTION	Quantity	Store Use Only	

Requestor's Signature: _____	Date: _____
Office Director's Name: _____	
Signature: _____	Date: _____
Budget Officer's Name: _____	
Signature: _____	Date: _____

ALL CATALOG ORDERS ARE SUBJECT TO FULL PAYMENT OR A RESTOCKING FEE WHEN ITEMS ORDERED ARE RETURNED TO THE SUPPLIER DUE TO THE CUSTOMER NOT PICKING UP THE ITEM(S) WITHIN FIVE DAYS OF RECEIPT BY THE STORE PERSONNEL OR THE CUSTOMER DECIDING TO RETURN THE ITEM(S).

Order Received by: Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form is used to order supplies that are not readily available in the Forrestal or Germantown stores. All supplies ordered MUST be used for Official Government Business.