



Order Form Instructions

The Order Form file can be obtained from your Site Secretary. Save this form to a Procedures folder on your computer, or your desk top. The Order Form is in Excel format, so you can at any time add additional lines to the body if you have more items to purchase than lines available. It is best to add lines in the middle of the body instead of at the end to keep the formulas working properly. The form will automatically create 2 pages or more if you have that many additional items to add. The extended column will automatically fill as you add quantity amounts and prices. At the bottom, the only fillable cells are for discounts and shipping, otherwise it will automatically fill it in for you.

Make three (3) copies and attach to Requisition.