GRAND VALLEY STATE UNIVERSITY
OFFICE OF STUDENT LIFE

Office Supply Order Form

Submit this completed form to the Student Organization Center, 008 Kirkhof Center, at least one week before supplies are needed. *When ordering, we will always shop for the best price.*

Date _____ 20_____
Name_____
Phone #_____ E-mail_____
Organization_____
Account number_____

ITEM #	QUANTITY	DESCRIPTION	PRICE

Generic sign-on: gvsu pricing; password: pricing
You can review the Office Depot on-line catalog by using a generic sign-on. This will allow you to evaluate products without ordering so that you can provide the Office Depot product number to the person responsible for ordering products. The website is available at: http://bsd.officedepot.com - Click on "My Shopping Lists" in the lower left hand box. This will indicate by category the items previously listed in the Central Stores catalog. You can also review the entire Office Depot catalog by clicking on the red "Office Supplies" tab at the top of the page.