



Submit this completed form to the Trinity County Auditor's Office at least one week before supplies are needed.

Office Supply Order Form

Date _____ 20 _____

Name _____

Phone # _____ E-mail _____

Department _____

ITEM #	QUANTITY	DESCRIPTION	PRICE

We will use Amazon.com or Quill.com for office supplies. An on-line catalog is available at www.amazon.com and www.quill.com. This will allow you to evaluate products before ordering to compare cost and to allow you to get description and item numbers as needed for this order. If a special order is required from another source, please provide vendor contact information.

Department Head Authorization: _____
Signature