STATIONERY SUPPLY SHIPPING FORM

Contact: Shipping & Receiving
Phone: 805-437-3185
Email: ShippingAndReceiving@csuci.edu

Date	
Department Name	
Requester Name	
Requester Email	
Customer Number	
Staples PO #	

*List individual users below

Name of User 1	
Street Address	
City	
State	
Zip	

Comments / Other

Special Delivery Instructions

To Be Completed By Business Analyst/Requestor				To Be Completed By Shipping & Receiving		
Item Number	**Description**	**UOM**	**QTY Ordered**	**QTY Shipped**	**B/O QTY**	**Comments**