

INSTRUCTIONS FOR COMPLETING THIS ORDER are in Section 1 of the Materials Management Catalog. **PRINT or TYPE the Order and MAIL THE SIGNED ORIGINAL ONLY TO:**

WALK-IN HOURS

8 AM - 5 PM, Monday - Friday

NO walk-in fee is charged.

Materials Management
Customer Services
P. O. Box 1015
North Highlands, CA 95660-1015
PHONE: (916) 928-4630
FAX: (916) 928-0304

Orders will be returned if not properly completed. If you FAX your order, **do not mail original.** (It is not necessary to call us to confirm receipt of your fax.)

ORDER/REFERENCE NUMBER

(This number will appear on the invoice)

If alteration of the above number by the customer results in duplicate shipments, customer will be responsible for the resulting freight charges.

If your office has moved OR if you are using a new billing code, call Customer Services prior to submitting this order to change/establish a Delivery Address Code.

SHIP TO

OFFICER AUTHORIZING EXPENDITURE (Signature)



PLEASE PRINT OR TYPE AUTHORIZING OFFICER'S NAME

ORDER DATE

DELIVERY ADDRESS
CODE (Not your IMS
Code)

AGENCY BILLING CODE

AGENCY INTERNAL ORDER NUMBER (Optional)

FOR FURTHER INFORMATION FROM AGENCY ABOUT THIS ORDER, CONTACT (Name)

CALNET NUMBER

LOCAL TELEPHONE NUMBER

FISCAL YEAR FOR BILLING (Specify)

8-

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☐

CURRENT

☐

OTHER

BACKORDER OUT-OF-STOCK ITEMS?

☐

YES

☐

NO

(If this section is not completed,
no backorders will be allowed.)

INFORMATION FOR ORDERING AND RECEIVING STAFF

- The items ordered below will be shipped by the Materials Management warehouse.
- When shipment is received, use the Materials Management shipping order (packslip) and compare the items/quantities shipped to the information on the supply order document. (Be sure to also look at the 'SUMMARY' at the bottom of the shipping order for information on non-shipped or cancelled items.)
- Report any discrepancies to Materials Management within 5 days using the Notice of Exception (NOE) form. Refer to Section 1 page 16 of our Supply Catalog (8/96 version) for instructions on how to complete the NOE.
- **NO CREDIT or RESHIPMENTS will occur unless an NOE is sent to us.**

LINE NO.	COMMODITY/STOCK NUMBER	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	PRICE EXTENSION
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

COMMENTS/OTHER INFORMATION

TOTAL \$