



California State University, Long Beach  
 Departmental Copier Program

# Supply & Non-Program Paper Order Form

Please complete and submit form to the Copier Program (copierprogram@csulb.edu or fax 562/985-2470).

Date: \_\_\_\_\_ Req. # \_\_\_\_\_

Department: \_\_\_\_\_

Requester's Name: \_\_\_\_\_ Ext. # \_\_\_\_\_

Copier Location \_\_\_\_\_ Copier Serial # \_\_\_\_\_

Copier Meter Read: \_\_\_\_\_

Deliver Supplies to Building: \_\_\_\_\_ Room # \_\_\_\_\_ Open during lunch hour? YES  NO

*For instructions on how to obtain a meter read, contact the Copier Program (copierprogram@csulb.edu or 562/985-5329) or go to: <http://daf.csulb.edu/offices/financial/procurement/copier-program>.*

DCP Included Supplies:

Quantity	Supply Type	Copier Model	Current Inventory

**If you are purchasing paper for printers or faxes (non-program paper), complete the information below:**

*\*Auxiliary Funds (ASI, USU, 49er Shops, 49er Foundation, Research Foundation) include tax\**

SpeedChart	Case Quantity	Cost per Case	Total Paper Charge	*Tax	Total Charge	Aux.Ref#

\_\_\_\_\_  
 Signature of Appropriate Administrator                      Date

\_\_\_\_\_  
 Supplies Received By    Date