Sam's Club Order Form

Date: ______________________

Requestor ______________________

Account Number ______________________

Department ______________________

Dept. Approval (Signature ______________________

Print Form

NORTHERN
OHIO NORTHERN UNIVERSITY

Ohio Northern University
402 W. Lincoln Ave.
Ada, Ohio 45810

Phone: 419-772-2059
Fax: 419-772-1988
http://www.onu.edu/purchasing/

All Sam's orders must be submitted by 11:30 on Thursdays for delivery on Friday. In the event we receive minimal orders for the week, or it is a holiday week, we may ask to delay the order one week to combine it with more orders.

<u>Due to logistical issues, orders for perishables will not be accepted.</u>

If an item is online, it is not necessarily available in the local store.

Item #	Description	Quantity	Deliver to