CPO OfficeMax Order Request Form

Please Read The Following Carefully.

- The Project Director or Program Chair must **e-mail** the completed form to the respective funding committee chairs and CC the committee advisor and fiscal officer. The chair and advisor will reply with approval and the fiscal officer will then process your order request.
- After approval, expect order to be delivered within 1-2 business days after you recieved an e-mail confirmation from your fiscal officer. Delays may occur if the item is on backorder. The fiscal officer will notify you of any delays.

Campus Retention Committee (CRC)

Chair: crcchair@cpo.ucla.edu
Advisor: mwatson@cpo.ucla.edu
Fiscal Officer: rnguyen@cpo.ucla.edu

Student-Initiated Outreach Committee / SIOC Mini Fund

Chair: siocchair@cpo.ucla.edu
Advisor: jleon@cpo.ucla.edu
Fiscal Officer: cloera@cpo.ucla.edu

Community Programs Office Student Association

Chair: cposainternal@cpo.ucla.edu
CPO Director: asandoval@cpo.ucla.edu
Fiscal Officer: cloera@cpo.ucla.edu
(Committee Request Only)

Project/Program Name: _____ Requested Delivery Date: _____
Organization Name: _____
Contact Name: _____
Phone Number: _____
E-mail: _____
Funding Source: --Please Select-- Other: _____

Online Catalog:
http://www.officemaxworkplace.com/

USERNAME: UCBROWSE
PASSWORD: BROWSE4
Check website for pricing & item number

Order Number / Item Number	QTY	UNIT	Unit Price	Description	Price:
(EXAMPLE) F1OM97182	1	100/CT	$5.10	Manila File Folders - 1/3-Cut - Letter, Manila, 1/3, Assorted	$5.10
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
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					$ 0.00
					$ 0.00
					$ 0.00

Optional Comments:

Subtotal:	$ 0.00
Tax (9%):	$ 0.00
Grand Total:	$ 0.00

Note: Price changes may occur regularly. Only an estimated total can be calculated.