



CUSTODIAL ANNEX SUPPLY NON-STOCK ITEM FORM

Date: _____ School / Site: _____

When ordering Non-Stock items please be as specific as possible. Send the product name, a detailed description, a drawing of the item, or attach a sample with the order sheet.

Product Description	Part Number	Quantity

Site Facilities Coordinator: _____

Facilities Management Approval: _____

Annex Supply Approval: _____