ORDER FROM ACCOUNT: _________________________________________
(Regular, Mill Levy, Other: Specify)

NAME OF BPO (CONTRACT) VENDOR _____________________________________

TO ORDER

I. Generate a printed order using the vendor’s website.

II. Print 2 copies—1 for acquisitions and 1 for your records.

III. For online ordering steps for Follett, Mackin, BTSB, and Perma-Bound, refer to the SCHOOL ORDERING INFORMATION PAGE in the ordering packet.

Or the Alternate Options

1. For other contract vendors, create an order on the vendor’s website, print it out and attach it to a cover sheet. (DO NOT SUBMIT THE ORDER ONLINE.) OR…. fill out the LIBRARY MATERIALS ORDER FORM OR… use a Sales Representative’s order. Attach any catalog or flyer pages to help complete the order satisfactorily. Complete the cover sheet.

***NOTE: Acquisitions will NOT accept orders that are simply catalog pages or flyers with desired items underlined. Such items MUST be entered on the LIBRARY MATERIALS ORDER FORM.

Total: __________ Number of Items: __________ $ ________________ Order Total ________________

I have chosen to over-order. DO NOT EXCEED the actual expenditure of $ ________________.

If you are submitting your order online with BTSB, Follett, Mackin or Perma-Bound, fill in the appropriate information for the vendor you are using. One vendor per cover sheet.

My online order list name is ___________________________________, (School name, account, year)

Copy to Summary Sheet!

Date Ordered ________ School Name and Location Number ________

Librarian's Name, School Phone, E-mail Address __________________________________ MAKE A COPY FOR YOUR RECORDS!