**Parkway Food Services**

**Inter-Office Order Form**

Location:

Attention: Phone:

Order Date: Deliver By:

Office Use

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Amt** |  | **Inv.** | **Item** | **Unit** |  |
| **Ordered** | **Unit** | **Number** | **Description** | **Cost** | **Ext.** |

**Total Due:**

**Please Complete:**

For Journal Voucher - Account Code:

For Cash or Check - Bill To::

Received By: Date:

Refer to Inter-Office Supply Price List for current prices. Currrent price lists are available through the

Food Services Office - 415-8243.

**PSD805.pdf**