



**POLICY AND PROCEDURE**  
ARIZONA STATE UNIVERSITY

NUMBER CAM 302-03
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REVISED 7/1/1992

MANUAL Creating Administrative Manuals
SUBJECT Exhibits

SECTION Writing Standards
EFFECTIVE 12/1/1984

Submit to ASU Stores Leave shaded areas blank.		<b>STORES ORDER</b> ARIZONA STATE UNIVERSITY				DOCUMENT NO. TRAN AREA NO IV AA1 S 59579		
DAY (MO., DAY, YR.) 7/1/92	ACTION E	TOTAL	AREA/ORG CH2	SUB-ORG	REVENUE SOURCE	SUB-REV	JOB NO.	REPORTING CATEGORY
ITEM NO.	QUANTITY	UNIT	DESCRIPTION	ASU STORES USE ONLY				
				QUANTITY FILLED	UNIT PRICE	EXTENDED PRICE		
0S601200	2	ea	White correction fluid					
0S601600	1	ea	Desk model stapler					
0S601722	3	roll	Magic mend Scotch tape					
0S603101	1	doz	#2 soft lead pencils					
0S605001	2	pack	3x5 ruled white index cards					
<b>SAMPLE</b>								
								TOTAL
DISPOSITION <input type="checkbox"/> Eastman; <input type="checkbox"/> AZ Stamp; <input type="checkbox"/> Freight; <input type="checkbox"/> Demurrage; <input type="checkbox"/>								
BILL TO	LINE 01	AREA AA1	ORG 1001	SUB-ORG	OBJECT 7320	SUB-OBJ 01	JOB NO.	REPORTING CATEGORY
<input type="checkbox"/> Ref. PO	DESCRIPTION Office Supplies						AMOUNT	P/F
DELIVER TO: NAME John Jones				DIRECT INQUIRIES TO: NAME John Jones				
BUILDING ASB				ROOM 109	DEPARTMENT Center for Southwestern Studies			PHONE 5-2320
AUTHORIZED SIGNATURE <i>John Jones</i>				DATE 7-1-92	APPROVAL INITIALS (if necessary)			INIT
FILLED BY				DATE	RECEIVED BY			DATE

CAM 302-03A  
Completed Sample Form