

# LaSalle Community Action Association, Inc.

825 Hwy 8 • Sicily Island • Louisiana • 71368 • Phone: (318) 389-4810 • Fax: (318) 389-4815

John Lawrence, President • Willie Dunbar, Vice President • Henry Yearby, Secretary • Dorothy Oliver, Executive Director



## SUPPLY REQUEST FORM

Requester (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Description Package-pk, Box-bx, Pallet-pl, Sheet-sht, etc.	Date ordered	Received	<u>Accounting Use</u> <u>ONLY</u> Purchase order #	<u>Accounting</u> <u>Use ONLY</u> Last time ordered	<u>Accounting Use</u> <u>ONLY</u> Date received	<u>Accounting Use</u> <u>ONLY</u> Item on backorder

Requester's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Approval Date: \_\_\_\_\_ Delivery Date: \_\_\_\_\_