

**NEIGHBORHOOD IMPROVEMENT ASSOCIATION  
SUPPLY ORDER FORM**

**Instructions:** Fill in each category for each item ordered. Any item not listed as an eligible item must be approved by the Neighborhood Liaison. All orders must be signed by the president of the NIA or accompanied by a signed letter from the president listing the approved items to be ordered. When your order is complete, place this form in the folder labeled "Completed Order Forms".

All orders are due by the second Wednesday of the month at 11 a.m. Orders will be ready for pick-up the following Friday.

Person Requesting Supplies: \_\_\_\_\_

Contact Name & Number when order comes in: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

Page #	Qty.	Item # (Single Source)	Item	Amount	Date Purchased	Item Received Date

NIA President's Signature: \_\_\_\_\_

Neighborhood Liaison's Initials (if needed): \_\_\_\_\_

<b>Office Use Only</b>	
Date Submitted to Office: _____	Received by: _____