

Office of Court Administration

205 W. 14th St., Ste. 600, Austin, TX 78701

Tel: (512) 463-1625

Email order to: purchasing@txcourts.gov

Email Receiving Reports to: accounts payable@txcourts.gov

**CHILDREN'S COURT
OFFICE SUPPLY ORDER FORM**

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For OCA Office Use Only: **PCA 123** **Dept 456** **Internal Court No. CPCXX** **Rev. 03/2021**

Ship to: Judges Name Here
1313 Mockingbird lane
Mockingbird Heights, Texas 76543

Contact: Your Name Here
Tel: 555-123-4567
your.name@txcourts.gov

To update Shipping or Contact information, please email Purchasing.

Justification: To replenish office supplies

Misc. Notes: _____

CONTACT THE PURCHASING DEPARTMENT FOR A COPY OF YOUR SPECIFIC OFFICE SUPPLY ORDER FORM (OSOF)

CATALOG/PART NUMBER	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
62080250103	WQ- Pen, Rollerball, Magnus, Metal Barrel, Black Ink	2	EACH	8.41	\$16.82
61533210904	WQ- Dispenser, Pop-Up Self Stick Note Pads, Includes 1 Doz. 3" x 3" Yellow Pads,	1	EACH	14.69	\$14.69
HEWCE412A	CWPA- HP 305A, (CE412A) Yellow Original LaserJet Toner Cartridge	3	EACH	138.99	\$416.97
	WORKQUEST SHIPPING	1	EACH	25.00	\$25.00

SAMPLE

Pg1 Subtotal: \$473.48

Pg 2 Subtotal: _____

Grand Total: \$473.48

Common links to select or research products:

- <http://store.tibh.org>
- <http://tci.tdcj.texas.gov>
- <http://txsmartbuy.com>
- <http://cwpa.com>