

## Facilitator of Institute Order Form for Approved Materials

Title of Institute: \_\_\_\_\_

Date on which Institute will begin: \_\_\_\_\_

Number of participants: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Complete and Current Vendor Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vendor Telephone #: \_\_\_\_\_

Vendor Fax #: \_\_\_\_\_

Catalog Date: \_\_\_\_\_

<u>Item #</u>	<u>Description</u>	<u>Price per unit</u>	<u>Quantity Needed</u>	<u>Shipping Charges</u>	<u>Total Price</u>

**Complete and return this form to Betsy Krantz ([krantzb@tantasqua.org](mailto:krantzb@tantasqua.org)) as soon as the Institute is approved. Materials will be ordered immediately, however please allow 2 weeks for delivery of items.**