



The Graphics Department New Envelope Order Form

How to order: Complete order form and enter a requisition in Oracle through iProcurement (graphics online store). Attach order form to requisition. For quicker processing, please fill out entirely.

Date: _____ Order Contact: _____

Phone: _____ Department: _____

Email: _____ Approved Requisition Number _____

10# Envelopes

- 500 - \$80.00
- 1000 - \$100.00
- 1500 - \$125.00
- 2000 - \$145.00
- 2500 - \$180.00
- 5000 - \$305.00


Official School or Department Name

Physical Address

City, State, ZIP Code

10# Window Envelopes

- 500 - \$90.00
- 1000 - \$110.00
- 1500 - \$135.00
- 2000 - \$155.00
- 2500 - \$190.00
- 5000 - \$320.00



W.W. SAMUEL HIGH SCHOOL
8928 PALISADE DRIVE
DALLAS, TEXAS 75217

SAMPLE

To place multiple orders use separate forms, but enter only one requisition. If you have issues attaching the form to the requisition, you may: scan/email the form to JAFRAZIER@dallasisd.org. Follow-up on your order by calling (972) 925-4816.