

**Office of Court Administration**

205 West 14th Street, Suite 600

Austin, Texas 78701

Phone (512) 463-1625

Email order to:

[purchasing@courts.state.tx.us](mailto:purchasing@courts.state.tx.us)

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**SPECIALTY COURT  
OFFICE SUPPLY ORDER FORM**

OCA Office Use Only:      **PCA**                      **ORG**                      **Court**

Justification: to replenish office supplies

Additional

Comments: PDME; TIBH CS; USPS

**CONTACT THE PURCASHING DEPT FOR A COPY OF YOUR OFFICE OSOF**

CATALOG NUMBER	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
Q7553XD	LJ M2727nf MFP	1	ea	277.70	\$277.70
CB435A	Toner, P1005/1006, BLK	3	ea	61.59	\$184.77
615-62-46500-1	Post it Notes 3x3	2	ea	5.50	\$11.00
615-62-46750-8	Post It Notex 4x4	1	pk	9.88	\$9.88
615-31-06212-5	Pocket Folder RED	4	pkg	3.05	\$12.20
645-21-21010-0	TIBH Copy Paper	1	ea	37.52	\$37.52
787940	Forever Postage	3	100/coil	44.00	\$132.00
	USPS Freight	1	lot	1.00	\$1.00
	TIBH Estimated Freight	1	lot	12.00	\$12.00

Pg1 Subtotal: \$678.07

Pg 2 Subtotal: \_\_\_\_\_

**Grand Total: \$678.07**

Requestor \_\_\_\_\_

Date \_\_\_\_\_