

Procurement Form Terms

Sizes:

XS S M L XL XXL 3XL

Storage Location:

Sts (A & J)

File (Cabinet)

Lee('s Office)

Jo('s Safe)

Blank-we make certificate or don't have yet or will be delivered

Measurements:

5' X 7' =five feet by seven feet (capital X)

5" X 7"=five inches by 7 inches (capital X)

Tangible=items

Tangible Item-Do Not Display=Certificates or gift cards

Intangible=cash

****Left margin for special instructions****

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