

KCDA School Code \_\_\_\_\_ School Year \_\_\_\_\_  
 District \_\_\_\_\_ School/Ordering Site \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 School PO Number \_\_\_\_\_ Mark For \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Please use one form for each Mark For and P.O.

**Scheduled Supplies**

Need paper, towels, tissue, can liners this year? Can't take them all at once? Want to pay for them after you receive them? KCDA's Scheduled Supplies service may be just the answer.

**How it works**

- Place an order for the school year by your location with a KCDA Customer Service Representative. Let us know when you would like them delivered. For example, 100 boxes of facial tissues: delivery of 20 boxes on the 15<sup>th</sup> of each month or twice a month, or every other month. Whatever works best for you!

**Why it is great for you**

- Pricing will be fixed when you place your order and based upon the total quantity ordered, regardless of size of each shipment.
- Allows flexibility, If you find that one month you need more or less of an item, simply call and we will adjust the delivery schedule.

**Qualifications**

- Any KCDA item you use on a regular basis.
- One School Year up to 12 months.
- Billing follows each shipment.

**Perishable Foods**

- To ensure freshness perishable foods will be purchased just before the requested delivery date and will be at market prices. While this procedure will ensure that our members have adequate time to use the product before any expiration date is reached, it will also mean that pricing for the product can vary from one delivery to another on the same product.

**Due to the large volume of school start up orders, please have your first shipment of copy paper scheduled delivery come before 8/29 or after 9/9.**

1. KCDA No. \_\_\_\_\_ Description \_\_\_\_\_ Day of Delivery: \_\_\_\_\_

Quantity Per Month:

Aug \_\_\_\_\_ Sept \_\_\_\_\_ Oct \_\_\_\_\_ Nov \_\_\_\_\_ Dec \_\_\_\_\_ Jan \_\_\_\_\_ Feb \_\_\_\_\_ Mar \_\_\_\_\_ Apr \_\_\_\_\_ May \_\_\_\_\_ June \_\_\_\_\_ July \_\_\_\_\_ Qty Total \_\_\_\_\_

2. KCDA No. \_\_\_\_\_ Description \_\_\_\_\_ Day of Delivery: \_\_\_\_\_

Quantity Per Month:

Aug \_\_\_\_\_ Sept \_\_\_\_\_ Oct \_\_\_\_\_ Nov \_\_\_\_\_ Dec \_\_\_\_\_ Jan \_\_\_\_\_ Feb \_\_\_\_\_ Mar \_\_\_\_\_ Apr \_\_\_\_\_ May \_\_\_\_\_ June \_\_\_\_\_ July \_\_\_\_\_ Qty Total \_\_\_\_\_

3. KCDA No. \_\_\_\_\_ Description \_\_\_\_\_ Day of Delivery: \_\_\_\_\_

Quantity Per Month:

Aug \_\_\_\_\_ Sept \_\_\_\_\_ Oct \_\_\_\_\_ Nov \_\_\_\_\_ Dec \_\_\_\_\_ Jan \_\_\_\_\_ Feb \_\_\_\_\_ Mar \_\_\_\_\_ Apr \_\_\_\_\_ May \_\_\_\_\_ June \_\_\_\_\_ July \_\_\_\_\_ Qty Total \_\_\_\_\_

4. KCDA No. \_\_\_\_\_ Description \_\_\_\_\_ Day of Delivery: \_\_\_\_\_

Quantity Per Month:

Aug \_\_\_\_\_ Sept \_\_\_\_\_ Oct \_\_\_\_\_ Nov \_\_\_\_\_ Dec \_\_\_\_\_ Jan \_\_\_\_\_ Feb \_\_\_\_\_ Mar \_\_\_\_\_ Apr \_\_\_\_\_ May \_\_\_\_\_ June \_\_\_\_\_ July \_\_\_\_\_ Qty Total \_\_\_\_\_

5. KCDA No. \_\_\_\_\_ Description \_\_\_\_\_ Day of Delivery: \_\_\_\_\_

Quantity Per Month:

Aug \_\_\_\_\_ Sept \_\_\_\_\_ Oct \_\_\_\_\_ Nov \_\_\_\_\_ Dec \_\_\_\_\_ Jan \_\_\_\_\_ Feb \_\_\_\_\_ Mar \_\_\_\_\_ Apr \_\_\_\_\_ May \_\_\_\_\_ June \_\_\_\_\_ July \_\_\_\_\_ Qty Total \_\_\_\_\_

6. KCDA No. \_\_\_\_\_ Description \_\_\_\_\_ Day of Delivery: \_\_\_\_\_

Quantity Per Month:

Aug \_\_\_\_\_ Sept \_\_\_\_\_ Oct \_\_\_\_\_ Nov \_\_\_\_\_ Dec \_\_\_\_\_ Jan \_\_\_\_\_ Feb \_\_\_\_\_ Mar \_\_\_\_\_ Apr \_\_\_\_\_ May \_\_\_\_\_ June \_\_\_\_\_ July \_\_\_\_\_ Qty Total \_\_\_\_\_

