

FACIAL TISSUE FOR CAMPUS
12/5/2012

For hygiene purposes in campus reception areas or high student/public traffic areas, Administration has approved the purchase of facial tissue through Central Stores. Central Stores will stock a supply of facial tissues purchased under state contract. No other source for the purchase of facial tissues will be approved.

To place an order for facial tissue, use the **BSU/NTC Central Receiving Order Form** found under "Office Supplies" at:

http://www.bemidjistate.edu/offices/procurement_logistics/

Follow the instructions at the bottom of the order form. When ordering, please provide your account number for accounting charge back purposes.

Thank you for your attention.