Use central Supply to order Items such as paper, letterhead, and envelopes.

The Central supply order form is under MyLWTech on the campus home page of LWTech.edu

- Hoover over Faculty and Staff
- From the Pop up Window Click on MyLWTech (Fourth Column under Logins)

- Next you will see the MyLWTech Login page (should look like the picture below)

- Login using your email address and windows/computer password
You should now have your MyLWTech Dashboard on the screen.

- Under the Administrative Services drop down menu select Central Supply Ordering.

- Find the item you need, From the dropdown box select the quantity you need.
At the bottom of the page you will need to fill in the following information.

Click Place Order

YOUR ORDER IS PLACED!

You will receive an order confirmation via email.

Your order has been sent to Central Supply. You will be notified by email when your order is received and processed for delivery. The following is a summary of your order. Please examine it and make sure that it reflects the items, prices, and quantities that you ordered.

2 reams of 8.5" x 11" Copy Bond White Ream of 100 $0.00 ea $0

Order Total $0

Building: East
Room: E199G
Ext: 8218
Budget: 149-085-1Z30

If you notice an error exists please reply to this email letting us know.

Your order will normally be delivered within 24-48 hours from the time the order was placed.