



Name

Order Date

Account Name

SpeedType

Deliver to  Millis Hall Room   Clapp Hall Room

Select  Research  Office  Course Number   For Use

**Office Use Only**

Requisition Number  Purchase Order Number  Purchase Date

| <u>Vendor</u>                  | <u>Quant</u> | <u>Part Number</u> | <u>Description</u> | <u>Unit Cost</u> | <u>Cost</u> |
|--------------------------------|--------------|--------------------|--------------------|------------------|-------------|
|                                |              |                    |                    |                  |             |
|                                |              |                    |                    |                  |             |
|                                |              |                    |                    |                  |             |
|                                |              |                    |                    |                  |             |
|                                |              |                    |                    |                  |             |
|                                |              |                    |                    |                  |             |
|                                |              |                    |                    |                  |             |
|                                |              |                    |                    |                  |             |
|                                |              |                    |                    |                  |             |
| <b>SHIPPING &amp; HANDLING</b> |              |                    |                    |                  |             |
| <b>TOTAL</b>                   |              |                    |                    |                  |             |

Vendor Phone   
 format: 216-368-2000

Vendor Fax   
 format: 216-368-2000

Digital Signature

Comments

Signature \_\_\_\_\_

Please submit this form to the department clerk or manager.