

CENTRAL STORES REQUISITION

Complete form, print secure signature and fax to 4-2644
(Use "Tab" and/or "Shift-Tab" to move from field to field)

Material Management – Central Stores: 4-2478 Req. No. _____
Department: _____ Budget No: _____
Bldg/Room: _____ Authorized: _____
Contact: _____ Extension: _____ Date: _____

TU LOGO ENVELOPES: Order all envelopes from Printing Center.

INTEROFFICE ENVELOPES: Custom printed in format required by University Mail Services.

QTY	U/M	CC#	DESCRIPTION	QTY DEL	UNIT PRICE*	EXT. PRICE
	BX/100	31024-0065	LARGE, 10 X 13		15.92	
	BX/500	31024-0068	SMALL, 4 1/2 X 10 1/4		25.71	

MISCELLANEOUS:

QTY	U/M	CC#	DESCRIPTION	QTY DEL	UNIT PRICE*	EXT. PRICE
	EA	61515-0190	CLASS RECORD BOOK		3.85	

Special Instructions: _____

FILLED BY:	DATE	RECEIVED BY:	DATE

***PRICES SUBJECT TO CHANGE WITHOUT PRIOR NOTICE**