

## Bookstore Departmental Requisition

Date: \_\_\_\_\_

Contact: \_\_\_\_\_

Dept Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Project Grant ID: \_\_\_\_\_

Mail Stop Code: \_\_\_\_\_

**Instructions:** Every requisition must be signed by the authorized person for each Project Grant ID. Items that are requested and not in stock will be special ordered. Typically this takes approximately 5-10 working days (may be longer in some cases). It is the department's responsibility to follow up on existing orders.

Item #	Qty.	Description (Author, Title, ISBN or as much information as you have)	Unit Price	Est. Total	Bookstore Use Only		
					Extended Cost	Delivery/ Pick-Up Date	Notes
<b>Total</b>							

Requested By: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_