Reset form | Print Form

ORDER REQUEST FORM

PLEASE PROVIDE ALL REQUESTED INFORMATION

STAFF MEMBER: _____

DATE ORDERED: _____

Choose one:

___art ed	___2D or ___3D	___graphic design
___art history	___draw I & ___draw II	___metals
___art office	___draw-paint	___printmaking
___ceramics	___gen. ed. 2310G	___sculpture
___crafts	___gen. ed. other	___weaving
___digital art	___other_____	

INDICATE ACCOUNT PURCHASING FROM:

___ART (appropriated funds)

___ART SALES (student fees)

___OTHER _____

Department # _____

P-CARD _____

EIU REQ/DPO/RFP # _____

PayNet Trans ID# _____

Amount $ _____

Reviewed _____

Approved _____

Back ordered Y N

PayNet Trans ID# _____

Amount $ _____

Reviewed _____

Approved _____

2nd back order Y N

PayNet Trans ID# _____

Amount $ _____

Reviewed _____

Approved _____

QNTY	DESCRIPTION	ITEM #	PG#	UNIT COST	TOTAL
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00

VENDOR _____ PAGE TOTAL $0.00

Comments/Instructions: