ORDER REQUEST FORM

PLEASE PROVIDE ALL REQUESTED INFORMATION

STAFF MEMBER: _____

DATE ORDERED: _____

CHOOSE AREA:

___art ed
___art history
___art office
___ceramics
___digital art

___2D or ___3D
___drawing I & II
___draw-paint
___life drawing
___gen. ed. 2310G

___graphic design
___metals
___printmaking
___sculpture

other _____

INDICATE ACCOUNT PURCHASING FROM:

___ART 121200 (appropriated funds)
___ART SALES 221201 (student fees)
___REDDEN GRANT 521200_____

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 #	PAGE#	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

VENDOR/Address/Phone/Website
Comments/special instructions

PAGE TOTAL $ 0.00

Print

email

Reset form