

# Order Request Form

Mail completed form to chem-orders@unt.edu. Please include the quote if you obtained one.

Vendor Information			
Vendor			Email
Website			Phone
Vendor Contact			Fax

Material Ordered:						
<b>Include all information including part number, size, cost, quantity and URL for each item, where available.</b>						
Catalog #	Description	Web Address for Item	Cost/Unit	Qty	Total	
<b>Shipping</b>	Shipping Default is "Ground". For faster shipping, please notify Sue Broadway, chem-orders@unt.edu.					
<b>Please Prioritize:    Lowest Price    Fastest Arrival</b>					<b>Total</b>	

Accounting Information											
<b>Chemistry: Fill in Beige/Yellow Box only; Non-Chemistry: Fill in Bright Blue Boxes only</b>											
Chart String/Account	Chemistry Dept. Account Nickname	Organization Department (6 digits)	Fund Category (3 digits)	Fund (6 digits)	Function (3 digits)	PC Bus Unit (5 letters if needed)	Project ID (6-7 letters and/or digits if needed)	PC Activity Code	Program (4 digits if needed)	Purpose (5 digits if needed)	Site (4 digits if needed)
								101			
Your Name											
Your Email											
Account Holder											
Signature (if needed)											
Date											
								*P-card/ Req.			
								*Date Ordered			
								*Date Rcvd.			