SUPPLY ORDER REQUEST FORM

1) Fill out the form below and email it to your faculty advisor (instructor). 
2) The faculty mentor (instructor) will initial it and email it to Tom Brewer.
   
   Your Name: ___________________ Instructor’s initials: ____________
   
   Your email address: ______________
   
   Today’s Date: ______________
   
   Date Needed: ______________
   
   Intended Use (check one) Course (indicate name or number) __________
       Faculty/Student Research __________
       Faculty Development Grant __________
       Other __________________
   
   Delivery Location: ______________

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Catalog Number</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit price</th>
<th>Total Price</th>
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   Additional Comments:

   Date Ordered: __________
   Requisition and/or PO Number: __________
   Expected delivery date: __________

3) Acknowledgement of request: Tom will acknowledge receipt of the request by sending the mentor an email message. The faculty mentor will also be notified by email if items are backordered.

5) Receiving: Upon receipt of the order, the following information will be recorded both in the access database and on the hard copy of the PO.

   Date received: __________
   Delivered to: Room number __________ Location __________

6) Faculty Notification: Tom will inform the faculty mentor of the arrival status and location.