Order Request

Supplier:					
Quanity		**Name/description of item**		**Price**	**Total**
To Order	**Catalog#**	**include unit of measure (each, #/pack or #/case, etc)**		**per unit**	**cost**
	P.O. Number:				
	Order Written by:		Supplier's Phone#		
	Faculty authorizing:		Fax #		
	Account being used:		E-Mail:		
	Chair's Approval:				
Office Use					
	Placed Order:				
	Paid Via:				
	Date:				
	Other Comments:				

**One Sheet for each Supplier

**Please identify how you plan to dispose of used chemical if applicable:

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**Upon notification of arrival in the office you have 24 hours to remove the chemical from the office.