

ORDER FORM FOR ELECTRICAL AND COMPUTER ENGINEERING DEPARTMENT

Date:

Justification:

Type of order: <small>(please check one)</small>	<input type="checkbox"/> supplies	Location: <input style="width: 100%;" type="text"/> <small>(for equipment only)</small>
	<input type="checkbox"/> equipment*	
	<input type="checkbox"/> software	
	<input type="checkbox"/> repair parts	
	<input type="checkbox"/> conf. registration	
	<input type="checkbox"/> travel	
	<input type="checkbox"/> other	

*equipment is anything durable that costs \$500 and more

VENDOR INFORMATION:	
Vendor Name:	<input style="width: 100%;" type="text"/>
Website:	<input style="width: 100%;" type="text"/>
Address:	<input style="width: 100%;" type="text"/>
Phone #:	<input style="width: 100%;" type="text"/>
Contact Person:	<input style="width: 100%;" type="text"/>

REQUESTOR INFORMATION:	
Requestor Name:	<input style="width: 100%;" type="text"/>
Account to be charged:	<input style="width: 100%;" type="text"/>
Ship-to info: <small>(if other than 1020 SEO)</small>	<input style="width: 100%;" type="text"/>
Faculty signature:	<input style="width: 100%; height: 30px;" type="text"/>

ITEM INFORMATION:				
Catalog #	Description/Link/E-quote	Qty	Unit price	TOTAL
TOTAL				0.00