

ORDER FORM FOR ELECTRICAL AND COMPUTER ENGINEERING DEPARTMENT

Date:

Justification:

Type of order:	<input type="checkbox"/> supplies	Location: <input style="width: 250px;" type="text"/>	
<small>(please check one)</small>	<input type="checkbox"/> equipment*		<small>(for equipment only)</small>
	<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: 95%;" type="text"/>
Website:	<input style="width: 95%;" type="text"/>
Address:	<input style="width: 95%;" type="text"/>
Phone #:	<input style="width: 95%;" type="text"/>
Contact Person:	<input style="width: 95%;" type="text"/>

REQUESTOR INFORMATION:	
Requestor Name:	<input style="width: 95%;" type="text"/>
Account to be charged:	<input style="width: 95%;" type="text"/>
Ship-to info:	<input style="width: 95%;" type="text"/>
<small>(if other than 1020 SEO)</small>	
Faculty signature:	<input style="width: 95%; height: 30px;" type="text"/>

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