



UNIVERSITY OF WASHINGTON
STORES ORDER

REPORT DISCREPANCIES WITHIN
48 HOURS

40		3. University Stores: <input type="checkbox"/> Upper Campus <input type="checkbox"/> South Campus <input type="checkbox"/> Special Order		4. Order By (Last, First Name)		7. Approved By		1. BOX NUMBER			2. CTI #				
		5. Vendor's name for Special Order		6. Employee Phone				8. Current Date Mo. Dy. Yr.			9. Purchase Order Number				
10. Wanted By - Budget or Individual's Name (30 characters)															
11. Delivery Address of Delivery Code (30 characters)															
12. E-Mail Address:										13. FAX Number:					
Comments: (59 characters)															
Line No.	14. Item Number	15. Description (For Non-stocked Specials) include Vendor/Catalog Number				16. Quantity	17. Unit of Issue	18. Budget Number	Obj.	Sub Obj.	Sub Sub Obj.	Task	Option	Project	Stores Use Only
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
10.															
11.															

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**Note: Please Do Not Place Upper Campus And South Campus Orders On The Same Form. It Will Delay Processing.
Special Orders Should Also Be Placed Separately From Stock Items.**