

Umpqua Community College Bookstore
REQUISITION FOR WAREHOUSE SUPPLIES

Department: _____

Date: _____

Requested by: _____

Phone: _____

Deliver To _____

Budget Index Code: _____

**Orders over \$100 require approval from your Department Head.
 We will contact you if this is the case after we compile your order.**

Bookstore Use Only

Qty	Unit	Item Description	Unit Price	Total	
2	<i>boxes</i>	<i>Standard white window envelopes</i>	<i>BUO</i>	<i>BUO</i>	
		TOTAL			

NOTE:

- **Fill out this form and email to uccbookstore@umpqua.edu or send a copy via interoffice to the UCC Bookstore.**
- The information above the table is required.
- Fill out the Qty, Unit and Item Description for the items you need. The first line of this form is a sample line of how you would order standard white envelopes.
- “BUO” signified Bookstore Use Only
- This form is intended for envelopes, colored paper, specialty paper, scantron forms and copy paper in sizes 8.5” x 14” and 11” x 17”.
- Orders are delivered once a week. Please be mindful of your current inventory as our staffing only allows for this. You are always welcome to pick up your order after we have contacted you that it has been compiled.

Please contact Micque in the Bookstore at x7779 or Micque.shoemaker@umpqua.edu if you have any questions.

Information Below is for Bookstore Use Only:

Request compiled on: _____

Department contacted on: _____

Date delivered/picked up: _____

Bookstore employee sign off: _____