

Umpqua Community College Bookstore
SPECIAL ORDER REQUEST FORM

Department _____ Ordered by _____ Date _____

Budget Code/Acct # _____ Need by _____ Phone _____

Student Name _____ 800# _____ Payment Method _____

Qty	Item #	Description	Vendor	Price/ea	Total
2	4367129	HP 564 Blank Ink Cartridge	Staples	(example line)	
			TOTAL		

Additional Information

When filling out this form please note the following:

- Fill out this form and email to uccbookstore@umpqua.edu or send a copy via interoffice to the UCC Bookstore.
- All information must be filled out as the more information we have, the quicker we will be able to place your order.
- Be specific. Note the item number, sku, brand, seller you purchased from previously, etc...
- Note brand preference or if a lower priced generic brand is okay.
- Your budget code is an alpha code. The account code is a 5 digit number beginning with 7.
- Special orders are placed once a week on Wednesday. If your form is submitted/received on Wednesday after 10:00am, your order will be placed the following week.
- Special orders require pick up in the Bookstore and charged to the appropriate department budget code.

Request ordered on: _____

Delivered or picked up on: _____

Processed by: _____

Dean Approval: _____

(orders over \$100.00)