

Umpqua Community College Bookstore
REQUISITION FOR COPY PAPER AND
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.**

Qty	Unit	Item Description	Unit Price	Total	
		TOTAL			

NOTE:

- **Fill out this form and email to uccbookstore@umpqua.edu or Annie.patterson@umpqua.edu.**
- **Fill out the top of the form with Department, Deliver to, date, phone number, and Budget Index Code for items except for regular copy paper.**
- Fill out the Qty, Unit and Item Description for the items you need.
- 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.

***** Information Below is for Bookstore Use Only:**

Request compiled on: _____
 Date delivered/picked up: _____

Department contacted on: _____
 Bookstore employee sign off: _____