## Chemistry Department Order Form

**Payment Method:**

**Vendor:**

**Vendor Phone:**

**Vendor Acct. #**

**Confirmation #**

**Quantity** | **Item #** | **Description** | **Unit Price** | **Total** | **Received**
--- | --- | --- | --- | --- | ---

**Shipping**

**Next Day**

**Ground**

**Freight**

**HazMat**

**Handling**

**Estimated Total**

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**PRE-APPROVAL SIGNATURE** ___________________________  **Date** ____________

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**For Financial Office Use Only**

**Received Invoice** ___________________________

**Data Entry**  

**Rec’d Packing Slip** ___________________________

**Works Action**

**Transaction Code** ___________________________