

SUPPLY ORDER REQUEST FORM

- 1) Fill out the form below and email it to your faculty advisor (instructor).
- 2) The faculty mentor (instructor) will initial it and email it to Tom Brewer.
tbbrewer@smcm.edu

Your Name: _____ Instructor's initials: _____

Your email address: _____

Today's Date: _____

Date Needed: _____

Intended Use (check one) Course (indicate name or number) _____

Faculty/ Student Research _____

Faculty Development Grant _____

Other _____

Delivery Location: _____

Vendor	Catalog Number	Item Description	Quantity	Unit price	Total Price

Additional Comments: _____

Date Ordered: _____

Requisition and/or PO Number: _____

Expected delivery date: _____

3) Acknowledgement of request: Tom will acknowledge receipt of the request by sending the mentor an email message. The faculty mentor will also be notified by email if items are backordered.

5) Receiving: Upon receipt of the order, the following information will be recorded both in the access database and on the hard copy of the PO.

Date received: _____

Delivered to: Room number _____ Location _____

6) Faculty Notification: Tom will inform the faculty mentor of the arrival status and location.