

On-Campus Order Form



Step 1: Enter Provider information (Name, Building, Room, Ext, and Zip). Leave the **Speedtype to Credit** field blank.

ON-CAMPUS PROVIDER:

Date 10/20/2009
 BUILDING ROOM #
 EXT. ZIP+ # SPEEDTYPE TO CREDIT

Step 2: Enter the following information for each line item: Quantity, Unit Amount, Description, Speedtype and Account (optional).

ITEM	QTY	UNIT AMOUNT	DESCRIPTION	SPEEDTYPE (To be charged)	ACCOUNT (Optional)	TOTAL AMOUNT
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
TOTAL						\$0.00

The Office of the Director of Purchasing is vested with sole authority to order materials and contract for services from off-campus providers. The University will assume no obligation for the purchase of unauthorized off-campus materials or services.

Step 3: Enter any comments.

COMMENTS

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Step 4: Enter the Requester information [Department; Zip; Delivery Location (Building & Room Number); Requester's Name, Extension and Zip; and who the goods or services are being order for].

REQUESTOR INFORMATION:

DEPARTMENT (OR SPECIAL FUND) ZIP+#
 DELIVER TO BUILDING ROOM #
 REQUESTED BY EXT. ZIP+ #
 ORDERED FOR

Step 5: Print the form. Have the approver sign and date the bottom of the form. When completed, send the form to the appropriate on-campus department.

APPROVER(S) PRINTED NAME DATE
 APPROVER(S) SIGNATURE _____

Submit



The University of Akron

No. _____

On-Campus Order Form

This is an internal document only and may be used for purchase of goods or services from on campus providers, e.g., PACS, Telecommunications, PFOC, Computer Solutions, Chemical Stores and Dining Services.

ON-CAMPUS PROVIDER:

Date 10/20/2009

BUILDING

ROOM #

EXT.

ZIP+ #

SPEEDTYPE TO CREDIT

ITEM	QTY	UNIT AMOUNT	DESCRIPTION	SPEEDTYPE (To be charged)	ACCOUNT (Optional)	TOTAL AMOUNT
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
					TOTAL	\$0.00

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COMMENTS

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

REQUESTOR INFORMATION:

DEPARTMENT
(OR SPECIAL FUND)

ZIP+#

DELIVER TO BUILDING

ROOM

#

REQUESTED BY

EXT.

ZIP+ #

ORDERED FOR

APPROVER(S)

PRINTED NAME

DATE

APPROVER(S)
SIGNATURE
