



The University of Akron

On-Campus Order Form

No. _____
(office use only)

Date:

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. The completed form should be sent to the on campus-provider after being signed by the approver.

On-Campus Provider:

Building: Room: Ext: Zip+4
Cost Center to Credit Grant Gift Dept. Sales/Testing IDC/FRG/Start Up

Item	QTY	Unit Cost	Description	Cost Center (to be charged)	Account (optional)	Total Amount
1		.				
2		.				
3						
4						
5						
6						
7						
8						
9						
10						

Total:

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.

Comments:

Requestor Information

Department or Special Fund: Zip+4:
Deliver to Building: Room #:
Requested by: Ext: Zip+4
Ordered for:
Approver(s) Printed Name: Date:

Approvers Signature: _____