ICES Class Purchase Form

Instructions: Please complete this form and bring it with you to 1214 Hamburg Hall when you come to make your purchase. No purchase will be made without a completed purchasing form.

STUDENTS: FILL OUT ALL GRAY AREAS **ADVISORS: FILL OUT ALL ** AREAS**

REQUESTOR INFORMATION

First Name _____ **Last Name** _____

Course Name, Number & Instructor _____

Campus Address _____

Phone _____ **Email** _____

PURCHASE INFORMATION

How will this be paid for? ○ **Credit Card** ○ **Purchase Order** **Is a tax exempt form required?** _____

Account Number ** _____ **Advisor's Signature **** _____

(Name alone is not sufficient) ○ **Waived if email approval is sent to Becca Gray beccag@andrew.cmu.edu**

Vendor's Name & Phone Number and/or Web Address
(Please fill out one form per vendor) _____

IMPORTANT! Please get an order reference number while you are ordering and write it below:

_____

Item Description (Please CLEARLY state what you're ordering)

Item	Unit Price	Item #	Quantity	Ship Method & Cost	Total
Example: Cable Wire	$10 each	CB-428X	2	UPS 2 Day - $15.00	$35.00

Shipping Address: ICES, c/o **(** **)**
1201 Hamburg Hall
5000 Forbes Ave.
Pittsburgh, PA 15213
Phone: (412) 268-3372
Fax: (412) 268-5229

Billing Address: Carnegie Mellon University
5000 Forbes Ave.
Pittsburgh, PA 15213
Phone: (412) 268-3372
Fax: (412) 268-5229

For office use only:
Time/Date of Appt _____ **Receipt Attached?** _____ **Date Received** _____