UCSB Storehouse Requisition

Department Name	Account Number	Cost Code (not keyed)	LVPA Number	*Requisition Number*
Requested By	Phone	Order Date	Purchase Order	*Vendor*
Authorized Signature	Delivery Point		Vendor Contact	*Boxes*
FOR QUICKER DELIVERY PLEASE USE A SEPARATE FORM WHEN PURCHASING BUYOUT ITEMS			Date Filled	*Filled By*

One Item per Line **Description***	Unit of Issue	Quantity Ordered	Stock Number	*T/C*	*Qty. Issued*	*Qty. Back Ordered*	*Line*	*Price*	*Override*

RETENTION: Office of Records: 5 years (subject to Contract & Grants requirements)

FAX ORDERS: x4314

University of California Santa Barbara, Central Stores (R6/04) **CUSTOMER SERVICE: x3596** **BUYOUTS: x3481**

*Use additional lines for extended descriptions