

Supply Requisition Form

Bill To:

Kent State University - Biological Sciences
Stockroom 222 Cunningham Hall
Kent, Ohio 44242
Phone: 330 672-2574

PO # _____

Other Reference # _____

Quote # _____

Invoices Must be Emailed to:
biostock@kent.edu

VENDOR INFORMATION:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone/FAX: _____

SHIP TO:

Kent State University - Biological Sciences
Stockroom 222 Cunningham Hall
1275 University Esplanade
Kent, Ohio 44242
ATTN: _____

FAX #: 330-672-9346

QTY	UNITS	CAT. #	DESCRIPTION	UNIT PRICE	TOTAL

Faculty/PI Name: _____

Faculty/PI Signature: _____

Charge to Index #: _____

* Request for student award / course # _____

Controlled or Hazardous Materials?

YES

NO

Radioactive Material?

YES

NO

Subtotal

Shipping

Total

Date: _____

Est. Weight if exceeds 20 lbs:

Additional Notes:

Dept. Chair Signature

Date

OFFICE USE ONLY

Date Ordered:

Ordered by:

Credit Card #: