

THE UNIVERSITY OF MEMPHIS®

Department of Art Request for Purchase

Date: _____ Requestor: _____

Shipments to be addressed as follows: _____ Complete name and address of vendor: _____

Area: _____

Deliver to: _____

Attention: _____ Ordering Method: _____

Purpose/description of purchase: _____

Phone: _____ Fax: _____ Website: _____

Item #	Description	Quantity	Unit	Price	Total
				Total	

Name of individual actually making purchase: _____

Departmental Visa: _____ Art Matters: _____

Area Coordinator's Approval: _____ Date: _____

Chair's Approval: _____ Date: _____