



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

University Bookstore

Phone 956-665-2252; Fax 956-665-2350

DEPARTMENTAL ORDER FORM

Oracle Project: Enter departmental account number.

Oracle Project Name: Enter name assigned for this account.

Date: Type in Date form prepared.

Account Manager: Enter authorized name of account manager.

Signature: Need authorized signature of account manager.

Contact Person: Type in full name of contact person.

Ext.: Enter departmental telephone extension number.

Delivery Method: Indicate with an "X" for Pick Up or Deliver to Bldg/ Rm.

Description: Enter full description of item along with product number from bookstore.

Quantity: Provide quantity of item(s) ordered using the following units of measure:
each (ea) / PACK (pk)/ CASE (cs) / BOX (bx)

Price: Enter price quoted from Bookstore.



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Date Rcvd: _____

Ticket #: _____

DEPARTMENTAL ORDER FORM

Instructions: Please complete form and submit with authorized signature. Faxed orders require the submittal of original forms prior to release of order. Retain copy of order submitted for you departmental records.

Return Policy: Exchanges or credits must be within 10 days of purchase and within the fiscal year purchased.

Oracle Project: _____ Oracle Project Name: _____ Date: _____

Project Manager: _____
Print Name Signature

Contact Person: _____ Ext.: _____

Delivery Method (Mark with "X") ☐ Will Pick Up ☐ Delivery to Bldg/Rm: _____

					BOOKSTORE USE ONLY		
	Description	Qty	Unit Price	Amount	Sku	Comp	B/O
1.							
2.							
3.							
4.							
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21.							
TOTAL							