

Order Request Form

Email completed form to PhysicsFinancial@unt.edu. Please include the quote if you obtained one.

Vendor Information			
Vendor			Email
Website			Phone
Vendor Contact			Fax

Material Ordered:					
Include all information including part number, size, cost, quantity and URL for each item, where available.					
Catalog #	Description	Web Address for Item	Cost/Unit	Qty	Total
Shipping			Shipping Default is "Ground". For faster shipping, please notify PhysicsFinancial@unt.edu .		
Please Prioritize: Lowest Price Fastest Arrival				Total	

Accounting Information											
Chart String/Account	Dept. Account Nickname	Organization Department (6 digits)	Fund Category (3 digits)	Fund (6 digits)	Function (3 digits)	PC Bus Unit (5 letters if needed)	Project ID (6-7 letters and/or digits if needed)	PC Activity Code	Program (4 digits if needed)	Purpose (5 digits if needed)	Site (4 digits if needed)
		122300						101			
Your Name											
Your Email											
Account Holder											
Signature (if needed)											
Date											
	*P-card/ Req.										
	*Date Ordered										
	*Date Rec'd.										