THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

Post Office Internal Order Form

Phone: 205.934.4181 / Fax: 205.975.7788
Email: postoffice@uab.edu

DATE

FOR QUESTIONS CONCERNING THIS ORDER, CONTACT:

NAME | UAB EXT.

DEPARTMENT

BLDG. | RM. NO. | FAX #

DELIVER MERCHANDISE TO:

NAME | UAB EXT.

BLDG. | RM. NO. | ZIP

DEBIT (DECREASE) ACCOUNT

GL String | **Debit Amount**

GA String | **Debit Amount**

QUANTITY	DESCRIPTION	UNIT	TOTAL
		TOTAL	

DEBIT ACCOUNT APPROVALS: (REQUIRED)

REQUESTED BY | DATE

AUTHORIZED BY | DATE

RECEIVED BY | DATE

PS-15772 10.04
UAB Printing Services

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