UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

Printing Services Internal Order Form

Phone (205) 934-3790 • Fax (205) 934-3798
printingservices@uab.edu

Job No.

FOR PRINTING SERVICES USE ONLY

DATE

FOR QUESTIONS CONCERNING THIS ORDER, CONTACT:

NAME | UAB EXT.

BLDG. | RM. NO. | FAX #

DELIVER MERCHANDISE TO:

NAME | UAB EXT.

BLDG. | RM. NO. | ZIP

SEND PROOF TO: (PLEASE PRINT)

NAME | EMAIL ADDRESS

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

WHITE COPY - Central Scanning YELLOW COPY - Printing Services PINK COPY - Customer