

# NYU COMPUTER STORE

242 Greene St • New York, NY 10003 • (212) 998-4672

## REQUISITION FORM

PLEASE TYPE OR PRINT LEGIBLY															
School _____ Department _____ Street Address _____ City _____ Zip Code _____ Attn. Of _____ Tel. Ext. _____ E-Mail Address _____ Mail Code: <table border="1" style="display: inline-table; width: 60px; height: 15px; vertical-align: middle;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> </tr> </table>					<b>Budget Approval Required</b> Budget Officer Approval Signature _____ Date _____ Print Name (Budget Officer) _____ E-Mail Address _____ Tel. Ext. _____	For Computer Store Use Only _____ Order # _____ _____ Date _____									
Chartfield															
Preferred Method of Notification: E-Mail <input type="checkbox"/> Phone <input type="checkbox"/>	ACCOUNT <table border="1" style="display: inline-table; width: 60px; height: 15px; vertical-align: middle;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> </tr> </table>					FUND <table border="1" style="display: inline-table; width: 60px; height: 15px; vertical-align: middle;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> </tr> </table>					ORGANIZATION <table border="1" style="display: inline-table; width: 120px; height: 15px; vertical-align: middle;"> <tr> <td style="width: 30px; height: 15px;"></td> <td style="width: 30px; height: 15px;"></td> <td style="width: 30px; height: 15px;"></td> <td style="width: 30px; height: 15px;"></td> </tr> </table>				
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ITEM #	QTY.	DESCRIPTION	SKU#	STORE USE ONLY			AMOUNT	EXTENSION
				PAID	CUST	STAFF		
1.								
		SERIAL #	DATE RECEIVED:					
2.								
		SERIAL #	DATE RECEIVED:					
3.								
		SERIAL #	DATE RECEIVED:					
4.								
		SERIAL #	DATE RECEIVED:					
5.								
		SERIAL #	DATE RECEIVED:					
6.								
		SERIAL #	DATE RECEIVED:					
7.								
		SERIAL #	DATE RECEIVED:					
8.								
		SERIAL #	DATE RECEIVED:					

**Please note:** Orders will only be held for 2 weeks after notification of receipt. If we have not heard from you within 2 weeks of notification, hardware will be delivered to the address above. Please call (212) 998-4325 to make alternate arrangements. All hardware sales are final. Please include the SKU numbers from our price lists to ensure receipt of the correct items. If you have any questions, please call (212) 998-4672 or e-mail: computer.store@nyu.edu. Send the completed form to the **NYU Computer Store** at 242 Greene Street, mail code:4811 or fax it to us at (212) 995-3779.

<b>Received in Full</b>
_____ Signature
_____ Date