ICES Class Purchase Form

Instructions: Please complete this form and bring it with you to 1214 Hamburg Hall when you come to make your purchase. No purchase will be made without a completed purchasing form.

STUDENTS: FILL OUT ALL GRAY AREAS             ADVISORS: FILL OUT ALL ** AREAS

REQUESTOR INFORMATION

First Name ____________________________ Last Name ____________________________

Course Name, Number & Instructor ____________________________________________

Campus Address ____________________________________________________________

Phone ____________________________ Email ____________________________

PURCHASE INFORMATION

How will this be paid for? ○ Credit Card ○ Purchase Order

Account Number ** ____________________________ Advisor’s Signature **
(Name alone is not sufficient) ○ Waived if email approval is sent to Becca Gray

beccag@andrew.cmu.edu

Vendor’s Name & Phone Number and/or Web Address
(Please fill out one form per vendor) ____________________________________________

IMPORTANT! Please get an order reference number while you are ordering and write it below:

__________________________________________

<table>
<thead>
<tr>
<th>Item Description (Please CLEARLY state what you’re ordering)</th>
<th>Item</th>
<th>Unit Price</th>
<th>Item #</th>
<th>Quantity</th>
<th>Ship Method &amp; Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Cable Wire</td>
<td></td>
<td>$10 each</td>
<td>CB-428X</td>
<td>2</td>
<td>UPS 2 Day - $15.00</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

Shipping Address: ICES, c/o ( )

1201 Hamburg Hall
5000 Forbes Ave.
Pittsburgh, PA 15213
Phone: (412) 268-3372
Fax: (412) 268-5229

Billing Address: Carnegie Mellon University

5000 Forbes Ave.
Pittsburgh, PA 15213
Phone: (412) 268-3372
Fax: (412) 268-5229

For office use only:

Time/Date of Appt ________________ Receipt Attached? __________ Date Received __________