

Departmental Order Request Form

Billing & Shipping Address:

Texas A&M University, Department of Hispanic Studies

377 Houston Street, Building 0462, TAMU 4238

College Station, TX 77843-4238

Phone: 979-845-2125 Fax: 979-845-6421

Email: amberwarner@tamu.edu

Supervisor Approval Signature

Approval Date

Delivery Options: Standard Shipping Overnight Shipping Order ASAP, Standard Shipping

Support Account: _____
Requestor _____
Date _____
Phone Number _____

Vendor Information _____
Phone Number _____
Fax Number _____
Account Number _____
Additional Notes _____

						Admin Use Only		
Catalog / Reference Number	Product Description	Qty	Unit	Estimated		Confirmed	Processing	
				Unit Cost	Ext. Cost	Unit Cost	Rcvd	Invoice Number
Total:						**Plus Shipping & Handling**		

HISP Admin Use Only					
Date Ordered	Purchasing Agent	Vendor Representative	Ship Date	Est. Arrival	Confirmation Number