Art Department Purchase Request Form

AREA:
- ☐ Art Education
- ☐ Art History
- ☐ Ceramics
- ☐ Design I 1301
- ☐ Design II 1303
- ☐ Drawing I 1302
- ☐ Drawing II 1304
- ☐ Life Drawing
- ☐ Drawing Adv.
- ☐ Graphic Design
- ☐ Metals
- ☐ Painting
- ☐ Printmaking
- ☐ Sculpture
- ☐ Other:_____

INDICATE ACCOUNT:

M&O ☐

LAB FEE:INTRO. ☐ or ADV. ☐

Quantity	Item Description	Model # or Catalog #	Price Each	Extended Price
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
Shipping and Handling				
Order Total				$ 0.00

Justification of Expenditure

Vendor's Name _____

Address _____

City_____ State _____ Zip _____

Phone # _____ Fax # _____

Contact Person's Name _____ Bid # _____

Prepared by _____ Date _____

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Received by Date P.O. #

Departmental Approval Date (3/18)