

Supply Requisition Form

Bill To:

Kent State University - Biological Sciences
Stockroom 222 Cunningham Hall
Kent, Ohio 44242
Phone: 330 672-2574

PO # _____

Other Reference # _____

Quote # _____

Invoices Must be Emailed to:
biostock@kent.edu

VENDOR INFORMATION:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Send order to the following email address or

Phone / FAX #: _____

SHIP TO:

Kent State University - Biological Sciences
Stockroom 222 Cunningham Hall
1275 University Esplanade
Kent, Ohio 44242
ATTN: _____

FAX #: 330-672-9346

QTY	UNIT	CATALOG #	DESCRIPTION	UNIT PRICE	TOTAL

Faculty/PI Name: _____

Faculty/PI Signature: _____

Charge to Index #: _____

**If applicable, student award / course name* _____

Controlled or Hazardous Material?

Yes

No

Radioactive Material?

Yes

No

Subtotal

Shipping

Total

Date: _____

Est. Weight if exceeds 20 lbs: _____

Additional Notes:

Dept. Chair Signature

Date

OFFICE USE ONLY

Date Ordered:

Ordered by:

Credit Card #: