

# UCSF Technology Store

500 Parnassus Avenue • San Francisco, CA 94143-0283  
 415/476-5062 • FAX 415/502-0942 • BOX 0283

**INTERNAL USE ONLY**

Internal Reference # \_\_\_\_\_  
 D.S.C.

Order status can only be given to the Requestor or Bill To person associated with this order. No exceptions.

**DEPARTMENTAL PURCHASE INFORMATION**

Date: \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Campus Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

**Please check one:** Pick-Up  Delivery via courier at additional cost (\$25 and up)   
**PLEASE NOTE: "Custom Configured" APPLE or DELL are shipped at no additional cost.**

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**DEPARTMENTAL PURCHASE ACCOUNT INFORMATION**

PLEASE NOTE: University ID is required for all departmental purchase.

Department Name: \_\_\_\_\_ Department Box #: \_\_\_\_\_

Billing Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Purchase Order #: \_\_\_\_\_

**Account Custody Code (Mandatory for items over \$4999):** \_\_\_\_\_

Item	Price Range	NCA
Recharge Computer Equipment	\$200 - \$1499	436635
Recharge Computer Equipment	\$1500 - \$4999	436638
Recharge Computer Equipment	\$5000	447975
Computer Supplies		432490

Natural Class Account	Fund	Departmental Account	Program Code	Fund Year	Amount

★ **Authorized Signature for Account:** \_\_\_\_\_ Cost Not to Exceed: \_\_\_\_\_

Line #	Qty.	B/O	Description	Part #	Price/Unit	Extended Price
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
<b>TOTAL</b>						

Pick-Up By: \_\_\_\_\_ Date: \_\_\_\_\_

For Store return policies, please visit <http://techstore.ucsf.edu/returns>

Your signature acknowledges your acceptance of these policies.