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
Recharge Computer Equipment
Recharge Computer Equipment
Recharge Computer Equipment
Computer Supplies

Price Range
$200 - $1499
$1500 - $4999
$5000

NCA
436635
436638
447975
432490

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<th>Description</th>
<th>Part #</th>
<th>Price/Unit</th>
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TOTAL

Authorized Signature for Account: ___________________________  Cost Not to Exceed: _______________

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

Your signature acknowledges your acceptance of these policies.