

## **Health Promotion, Education, and Behavior Forms & Supply Order Request**

### **How to Complete the Forms & Supply Order Request Form**

- FSI orders, general supplies.
  - Grant number, Name and Delivery Address (HPEB Room 216A).
  - Complete the quantity of the desired product, description, page number and retail price are a definite.
  - The Product Number is a **MUST**. Make sure that you write the exact product number that is in the book, one wrong letter or number can cause the desired item to not be ordered.
  - Obtain appropriate approval.



# FORMS & SUPPLY ORDER REQUEST

Use this form to order products from the Forms & Supplies catalog.

## SECTION I: YOUR INFORMATION

Name: \_\_\_\_\_ Account to be charged: \_\_\_\_\_  
Department and Grant/Account Number

Delivery Address: \_\_\_\_\_  
Where the order is to be shipped – if HPEB, just write “HPEB”

## SECTION II: ITEMS TO ORDER

Quantity	Product Number	Description	Page #	Retail Price	Subtotal
<b>TOTAL</b>					

## SECTION III: GRANT/CONTRACT INFORMATION & APPROVAL

Signatures: \_\_\_\_\_  
Signature of Requestor Date Signature of PI Date

### OFFICE USE ONLY

Total Amount of Order: \_\_\_\_\_ Confirmation #: \_\_\_\_\_ Date: \_\_\_\_\_

Business: \_\_\_\_\_ Processed by: \_\_\_\_\_  
Manager Signature Date Signature Date