

Printing & Mailing Internal Order Form

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JOB NO.	
FOR INTERNAL USE ONLY	

DATE	printingservices@uab.edu • bulkmail@uab.edu DATE					FOR INTERNAL USE ONLY		
FOR QUESTIONS CONCERNING THIS ORDER, CONTACT:			DELIVER MERCHANDISE TO:					
NAME		UAB EXT.	NAME			UAB EXT.		
DEPARTMENT			BLDG.	RM. NO.		ZIP		
BLDG. DEBIT (DECREAS GL String	BIT (DECREASE) ACCOUNT		SEND PROOF TO (IF	APPLICABLE):	Debit Amount			
DEBIT (DECREAS			Debit Amount					
QUANTITY	_ • • •	DESCRIPTION			UNIT	TOTAL		
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		T						
					TOTAL	\$		
DEBIT ACCOUNT	APPROVALS: (REQUIRED))						
REQUESTED BY		DATE	AUTHORIZED E	ЗҮ		DATE		