UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

Printing & Mailing Internal Order Form

Phone (205)934-3790 • Fax (205)934-3798
printingservices@uab.edu • bulkmail@uab.edu
postoffice@uab.edu

JOB NO.

FOR INTERNAL USE ONLY

DATE

FOR QUESTIONS CONCERNING THIS ORDER, CONTACT:

NAME UAB EXT.

DEPARTMENT

BLDG. RM. NO. FAX#

DELIVER MERCHANDISE TO:

NAME UAB EXT.

BLDG. RM. NO. ZIP

SEND PROOF TO (IF APPLICABLE): NAME & EMAIL ADDRESS

DEBIT (DECREASE) ACCOUNT
GL String

Debit Amount

DEBIT (DECREASE) ACCOUNT
GA String

Debit Amount

QUANTITY	DESCRIPTION	UNIT	TOTAL
		TOTAL	$

DEBIT ACCOUNT APPROVALS: (REQUIRED)

REQUESTED BY DATE

AUTHORIZED BY DATE

RECEIVED BY DATE

PS-15748 03.23
UAB Printing Services