

## Post Office Internal Order Form

DATE

Phone: 205.934.4181 / Fax: 205.9' (.' +- 8

Email: postoffice@uab.edu

FOR QUESTIONS CONCERNING THIS ORDER, CONTACT:		DELIVER MERCHANDISE TO:				
NAME	UAB EXT.	NAME		UAB EXT.		
DEPARTMENT		BLDG.	RM. NO.	ZIP		
BLDG. RM. NO.	FAX #					
DEBIT (DECREASE) ACCOUNT GL String				Debit Amount		
GA String	Debit Amount					

QUANTITY	DESCRIPTION	UNIT	TOTAL
		TOTAL	\$

DEBIT ACCOUNT APPROVALS: (REQUIRED)

AUTHORIZED BY

DATE