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**

GA String **Debit Amount**

QUANTITY	DESCRIPTION	UNIT	TOTAL
		TOTAL	**$**

DEBIT ACCOUNT APPROVALS: (REQUIRED)

REQUESTED BY DATE

AUTHORIZED BY DATE

RECEIVED BY DATE

PS-15748 07.19
UAB Printing Services