DRAMATIC ART & DANCE

Department Requisition/Purchase Order

Complete 1-5, then take to Drama/Dance office; staff will assign a PO #, and return to you to place order. Complete items 6-8, then return to Drama/Dance staff for receiving. Please fill in all non-shaded areas. Do not alter form layout.

P.O. # _____

Account # _____

Billing Address:
University of California
Accounting Department, Mail Code 2040
Santa Barbara, Ca 93106

Shipping Address:
University of California/Dramatic Art/Dance
Mail Code 7060/Bldg. 479 Rm. 101A
Santa Barbara, Ca 93106-7060

1. Order Info – Date of Request _____

☐ Supplies (>2500 requires high value PO)

☐ Equipment (>1500 requires high value PO)

☐ Other

2. Your Information:

Name:_____
Email:_____
Phone:_____
Supervisor's Name:_____

3. Vendor Information

Name: _____

Address:_____

_____

Phone: _____ Fax: _____
Salesperson

4. Supervisor/Area Approval: *(sign below)*

_____

Needed if more than $300 or special shipping

5.

QTY	Unit	Description	Catalog #	Unit Price	Total	Delivery Date	# Received:

6. Order Info:
Date Placed: _____
Placed by: _____
Order or Confirmation #: _____
Delivery Date:

7. Subtotal: _____
Packaging: _____
Shipping: _____
7.75% Tax: _____
Total: _____

8. Shipping Information:

☐ UPS Ground

☐ UPS Blue

☐ UPS Red (Approval Needed)

☐ Fed Ex Overnight (Approval Needed)

☐ Other

Official Use Only:

Liened:	Invoice #
Posted:	Tax:
Payment Date:	Freight:
Invoice Date:	

? Email to: rendon@dramadance.ucsb.edu (SBDT; Academic Senate; Contract/Grant Awards)
jzavala@dramadance.ucsb.edu (department accounts)
emills@dramadance.ucsb.edu (production accounts)

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