

Internal Order Form

DATE _____

FOR QUESTIONS CONCERNING THIS ORDER, CONTACT:

DELIVER MERCHANDISE TO:

NAME _____ UAB EXT. _____

NAME _____ UAB EXT. _____

BLDG. _____ RM. NO. _____ FAX # _____

BLDG. _____ RM. NO. _____ ZIP _____

DEBIT (DECREASE) ACCOUNT

GL String	%	Debit Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

GA String	%	Debit Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please put your GL string here.

We will complete this part.

CREDIT (INCREASE) ACCOUNT

GL String	%	Credit Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

QUANTITY	DESCRIPTION	UNIT	TOTAL
TOTAL			\$

DEBIT ACCOUNT APPROVALS: (REQUIRED)

REQUESTED BY _____ DATE _____

AUTHORIZED BY _____ DATE _____

RECEIVED BY _____ DATE _____