

Division of Animal Resources  
 Departmental Order/Requisition  
 Speed Type # 8195 (Vet Consulting)  
 Speed Type # 34882 (Depreciation)

Date Requested: \_\_\_\_\_ Place Order    Pay    Reimburse    P Card    T Card    Direct Bill

Requested By: \_\_\_\_\_ Vendor Name \_\_\_\_\_  
 Address (if new vendor) \_\_\_\_\_

Rush Order? If so, indicate date needed \_\_\_\_\_

Vendor phone: \_\_\_\_\_  
 Vendor fax: \_\_\_\_\_

Item#	Detailed Description of Product	# of items	Unit size	Catalog number	Unit Cost	Subtotal
1						
2						
3						
4						
5						
	<b>Total</b>					

(REQUIRED FOR ITEMS \$3,000+) Sole Source Attached?  
 Quote Attached?

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

MJH's Discretionary Funds? \_\_\_\_\_  
 DM's Discretionary Funds? \_\_\_\_\_  
 DT's Discretionary Funds? \_\_\_\_\_  
 VL's Discretionary Funds? \_\_\_\_\_  
 CR's Discretionary Funds? \_\_\_\_\_

Accounting Categories - Please check appropriate box(es)

CATEGORIES	Item #1	Item #2	Item #3	Item #4	Item #5
Alcohol					
ASLAP Fellow G&A					
Employee Illness/Bereavement					
Employee/Supervisor of the Quarter					
Engagement Council					
Faculty Allotments (\$1,000 each)					
Faculty Travel - Additional					
Holiday Gift Cards					
Holiday Party/Decorations/Gifts					
Leadership Retreat					
Parking & Photography					
Picture Framing					
Quarterly Gift Cards					
Quarterly Meetings					
Resident Party					
Resident Research					
Other (not listed above)					
SOM G&A					