

**BOOKSTORE
DEPARTMENTAL REQUISITION**

**The University of Texas Health
Science Center at San Antonio**

Date: _____
 Dept Name: _____
 Mail Stop Code: _____
 Proj. Grant ID: _____
 Phone Number: _____
 Contact: _____

Instructions: Every Requisition must be signed by the authorized person for each Project Grant ID. Items that are requested and are not in stock will be special ordered. Typically this takes approximately 5-10 working days (may be longer in some cases). It is the department's responsibility to follow up on existing orders.

Item #	Quantity	Description (Author, Title, ISBN or as much information as you have)	Unit Price	Est. Total	Bookstore Use Only		
					Extended Cost	Delivery/ Pick-Up Date	Notes
						Total	

Requested By: _____

Authorized Signature: _____

Printed Name: _____