UNIVERSITY OF UTAH		CAMPUS				Document Reference Number: CO -								
		ORDER				DA		 This box must be f in. 		illed	USE DARK INK OR TYPE. NOTICE THIS FORM TO BE USED			
		🗅 Pick-up 🗖 Deliv			elivery	SELLER'S INVOICE NO.					FOR INTRA-UNIVERSITY SALES OR SERVICE <u>ONLY</u> .			
DEPARTME	ENT NAME AND CA	MPUS ADDRESS	BU(2)	ORG (5)	FUND (4)	ACTIVITY (5	5)	PROJECT (8)	ACCOUN	(5) A/U(1)	YEAR (4)	\$ AMOUNT \$		
BUYING DEPARTI CAMPUS ADDRESS	▲	and address'	nd selling department name's must be complete, and approved/signed below.									(DR.) All allocations to accounts 61000 ttites approved by first be approved by Property Accounting		
k	ELLING DEPARTMENT.		artfield allocations must be y both the buying and selling . If a field is missing, then back to the selling				\backslash			\searrow		ocations to projects		
<u>SELLING</u> DEPART											must f	irst be approved by arch Accounting		
Campus Address		department.						If the sum of	all allocation	ons to an		(CR.)		
							Activity amount to more then the CO must be ap General Accounting.							
The "Buy	ing" Depa	rtment <u>mus</u> t	comple	ete the f	ollowing	j sectio	n on	business m	neals and	d perso	nal exp	enditures:		
If this order is used for business meals, refreshments, recruiting or entertainment, provide the following information in the space provided: 1. List attendees (if 10 or fewer) or name of group and number in attendance:														
back to the selling department.									One of these boxes must be checked, and the emainder of the questions must be appropriately complete. Otherwise, send the CO back to the selling department to complete.					
1. Provide 2. Is this	e the individua order being m	he personal be al's name(s), so ade in behalf of m two (2.) abov	cial securit a non-res	ty number(s ident alien'	s) and amo ? Yes v N	ount(s) in t No v <i>(SEI</i>	the iter E REV	n description b ERSE FOR M	elow. Proc ORE INFO	eed to ite RMATION	m two (2.) .)			
QTY L	JNIT	ITEM DESCRIPTION							EXTENDE					
debite						debits	tal in this box must equal the sum of the or credits above. The sum of the debits edits above must be zero.							
											-			
	Note: The	buying and selli	ng departr	ments must	t sign and (date the C		Order If the	Campus					
Note: The buying and selling departments must sign and date the Order amounts to over \$1,000, the authorized signature for the buy the signature card(s) for the activity(ies)/project(s) charged.														
AUTHORIZED SIGNATURE(S) OF BUYING DEPARTMENT X DATE AND PHONE NUMBER							AUTHORIZED SIGNATURE(S) OF SELLING DEPARTMENT X DATE AND PHONE NUMBER							
									EN					

BUYING DEPARTMENT:

ORIGINATE THIS FORM BY COMPLETING IN 4 COPIES.
 RETAIN BOTTOM COPY AND SEND REMAINING ORIGINAL AND COPIES TO SELLING DEPT.

SELLING DEPARTMENT:

1. FILL IN REMAINDER OF INFORMATION ON COPIES 1, 2 & 3. 2. SEPARATE COPIES AND DISTRIBUTE THIS COPY TO: