

# E&T Purchase Request

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Requestor

Request Date

Area

Need By

Course Title

Course Number

These items are used for:

Items Requested (Attach copy of shopping cart if online vendor:

Vendor Name

Vendor Contact Number

Vendor Website

Estimated Order Amount:

Estimated Shipping Amount

Order Total

Please e-mail form to Charlie at [colemc@appstate.edu](mailto:colemc@appstate.edu)

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Office Use Only

Order Placed:

P Card  
Online

P Card  
Phone

P Card In  
Person

Other