

	The University of Michigan – M-Stores Requisition Form <small>Items in BOLD are required fields</small>		
SHORTCODE: _____ 6-digit # issued by Financial Operations If questions: www.mpathways.umich.edu/fin/shortcodes.html		Order Date: _____	
REQUISITION NUMBER _____ Your internal Departmental reference #. Unique 6-Digit Alpha/Numeric appears on SUB no symbols.			
AUTHORIZED SIGNATURE: _____		AUTHORIZED NAME PRINTED: _____	
<i>I certify that this order and the payments are in compliance with all conditions imposed by the funding source.</i>			
DELIVER TO DEPARTMENT OF:		REQUESTED DELIVERY DATE:	SHIP COMPLETE Y/N: _____ (Ship all items at one time.)
DELIVER TO BUILDING NAME:		DELIVER TO ROOM #:	POSTAL ZIP CODE + 4 DIGIT _____
ATTENTION TO:		EMAIL (unique name):	DEPARTMENT TELEPHONE NUMBER (_____) _____-_____
SPECIAL DELIVERY INSTRUCTIONS: ie. If HOLD for PICKUP order include Date/Time; Non-Campus Delivery addresses; Installation Requests			
ALTERNATE SHIPPING OPTIONS: Street Address for Non-UM locations: _____		CITY _____	State _____
Zip _____			
PLANT BUSINESS OFFICE AND OTHER SPECIAL BILLING CODES -- MAXIMUM FIELD SIZES IN PARENTHESES _____ WORK REQUEST (15) PHASE NUMBER (5) WORK CODE (4) EMPLOYEE NUMBER (4)			
To order SPECIAL ORDER ITEMS, include a brief description, part number, quote number and expected price in the product description field below.			
STOCK NUMBER	QTY	ISSUE UNIT	PRODUCT DESCRIPTION
			* If you know your stock numbers, you can do a QUICK ORDER online at: www.mstores.umich.edu/catalog/