

UBC bookstore

Order Desk: 604-822-8547

Fax Line: 604-822-9383

E-mail: dept.sales@ubc.ca

PAGE _____ OF _____

Departmental Sales Order Form

Website: <https://bookstore.ubc.ca/departmental-orders>

Department: _____

Contact Name: _____

Date: _____

Please Check One:

Pick-Up

Special Instructions: _____

Phone#: _____

Deliver to Room#: _____

Building: _____

Other#: _____

Address: _____

E-mail: _____

Driver Worktag

Spend Category
S C

Cost Centre Manager Signature

CATALOG DESCRIPTION OF PRODUCT (PLEASE INDICATE SIZE, COLOUR, WEIGHT, STYLE) (ALSO USE CONTINUATION SHEET IF NEEDED)	PAGE# AND ITEM LETTER	PRODUCT NUMBER	FOR BOOKSTORE USE ONLY					
			QTY	UNIT	SKU	PRICE	ORDER	PO#

To purchase with a credit card or UBC Purchase Card (P-Card), please fill out the form and bring to the Bookstore, where we can complete the order.

