Design Team Supply Request Form

TEAM NAME

CONTACT NAME

CONTACT EMAIL

ADVISOR NAME

DATE

SHIP TO Carlos Amaro
Rice University - OEDK
6100 Main Street, MS 390
Houston, TX 77005
Phone: 713-348-4544
ca3@rice.edu

VENDOR	ITEM #	LINK or DESCRIPTION	QTY	UNIT PRICE	IN STOCK?	LINE TOTAL
				SUBTOTAL		
				SHIPPING TOTAL		
				TOTAL		

Comments:

Please fill the form out and email or deliver it to Carlos Amaro at ca3@rice.edu or Danny Blacker at oedk@rice.edu. We will get authorizations for you and let you know when your supplies are ready for pick up.

for office use only:

Authorized Signature:_____

Printed Name:_____

Fund_____ Org_____ Activities_____

Ordered by:_____ Date:_____

PO Number(s):_____