

UNM Bookstores Departmental Requisition Form

Date		Banner Index # Sub-Account #			t #	
		No Banner/Sub-Account Needed				
Dept. Name						
Physical Address (for delivery)						
Contact Name						
Phone	#	Email				
Qty.	Product Item #			SKU	Pull/SPO	Returnable Y/N
FOR INTERNAL USE ONLY						
In Store Purchase Order taken by Order entered by PO#						
Order - In Store Pick Up						
Order - Delivery						

UNM Bookstore Main Requisitions Dept.

Mon—Fri 8am to 5pm 505-277-7477

FAX: 505-277-1678 Email: reqorder@unm.edu Medical/Legal Bookstore Requisitions Dept.

Mon—Fri 8am to 5pm 505-277-5828

FAX: 505-277-1880 Email: mlreq@unm.edu