



# INTERNAL PURCHASE REQUISITION

PURCHASING AGENT - REQUIRED		SUPPLIER			ORDER STATUS	
Order Date:		BROWN UNIVERSITY BOOKSTORE			APPROVED	
Placed By:		BOX 1878				
Contact Phone		244 Thayer Street				
Contact Email		Phone: (401) 863-3168			PROCESSED	
WORKTAGS*		DELIVERY ADDRESS (Charge Applies)				
Driver (CC, EN, GFT,PJ, or GR#) - REQUIRED		ADDRESS 1				
Spend Code (S#) - REQUIRED		ADDRESS 2				
Program (PRG#) - Optional		CITY,ST,ZIP				
Assignee (A#) - Optional		ATTN:	PHONE:			
<b>Worktags can be found in the "Related Worktags by Driver" Report in Workday</b>		EMAIL:				

BOOKSTORE USE ONLY - ACCOUNT CONVERSION		
FORMAT: DRIVER.PRG###.A#####/S####	BOOKSTORE ACCT#:	

ORDER DETAILS							
Item #	Quantity	SKU	UPC Code or Logo/Color/Size or Other Detail	Unit Price	Discount %	Net Price	Total Price
1							
Detail / Description:							
2							
Detail / Description:							
3							
Detail / Description:							
4							
Detail / Description:							
5							
Detail / Description:							
6							
Detail / Description:							
7							
Detail / Description:							
8							
Detail / Description:							
9							
Detail / Description:							
10							
Detail / Description:							

Amount Charged	Transaction Detail	Amount Charged	Transaction Detail	Amount Charged	Transaction Detail
	By:		By:		By:
	Date:		Date:		Date:
	Reg#		Reg#		Reg#
	Trans#		Trans#		Trans#

DEPARTMENT APPROVAL - FINANCIAL CONTACT - REQUIRED			
CONTACT:		EMAIL:	
		PHONE:	

**\*Default Spends : 3010 General Office Supplies, 3070 IT Peripherals&Accessories, 3072 Desktops<5K, 3073 Laptops <5K, 3076 Tablets & Mobile Phones, 3410 Books**

The Bookstore can not change/correct account allocations once the transactions are processed

ORDER NOTES (Department Use)