

# SUBSCRIPTION REQUEST FORM

\*\*\*Send this form with the appropriate attachment(s) to the Accounting Dept\*\*\*

This form will be used as an invoice for payment

**ALL SUBSCRIPTION REQUESTS MUST BE PROCESSED THROUGH BI-TECH**

Today's Date: \_\_\_\_\_

BI-TECH REQUISITION #: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Total Price: \$ \_\_\_\_\_

Preparer's Signature

Print name

Ext. #

## Part A

Check only one:

- Renewal form **attached**
- Internet order form **attached**
- New subscription, information form **attached**

## Part B

Please include the following information on the purchase order processed through Bi-Tech.

\*\*\*See attached example sheets\*\*\*

**Page 1** of your Bi-Tech requisition, enter your normal information, including:

*Account:* SUBSCRIPTION

*Ship to:* SUB

*Requisition Code:* CO

**Page 2,**

**Line item 1 of your Bi-Tech requisition should include periodical qty/price:**

In the description section of line item 1 enter:

Periodical Title:

Subscription dates covered:

Send subscription to: (Include Name, Site, Dept., address and phone #)

**Line item 2 of your Bi-Tech requisition should include any shipping/handling charges (if no S/H charge, enter \$0.00)**

In the description section of line item 2 enter:

S/H

Vendor Name:

Address:

Phone #: