

# 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 MUNIS**

Today's Date: \_\_\_\_\_ Munis 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 Munis.

**Page 1** of your Munis requisition, enter your normal information, including:

**General Commodity:** SUB

**Ship to:** SUB

**Vendor Sourcing Notes:** PP = Pre-pay and AC = Attachment.

**Page 2, Line item 1 of Munis 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 Munis requisition should include any shipping/handling charges (If no S/H charges, enter \$0.00)**

In the description section of line item 2 enter:

**S/H:**

**Vendor Name/Address/Phone:**