

# COLUMBUS STATE

BOOKSTORE

## Bookstore Purchasing Form *(Columbus State Employee Use Only)*

### Department Purchase Form Procedures

1. Complete Form with general information about purchasing needs.
2. Acquire a cost center manager's signature with approved dollar amount and account number to be charged.
3. Immediate needs may be filled by bringing a signed form to the Bookstore and shopping for in-stock items.
4. Large, non-urgent, or special orders may be sent via interoffice mail or scanned and emailed to [csbookstore@csc.edu](mailto:csbookstore@csc.edu) for fulfillment and pickup/delivery. Please include a need-by date and a departmental contact.
5. For questions regarding this form, please contact the Bookstore at (614) 287-2452.

Quantity	Description	Unit Price	Total Price
			<b>Total:</b>

Initiated by: _____ Dept: _____	
Cost Center Manager: _____	<i>(Digital Signature required)</i>
Account # to be charged <i>(Required)</i> : _____	
Project I.D. <i>(If applicable)</i> : _____	Date: _____

<input type="checkbox"/> Pickup	<input type="checkbox"/> Delivery	_____ Location	_____ Contact
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Blank forms with approval signatures must display a total dollar amount available for spending, for example, "Up to \$200 in General Items."