

Teaching Supply Request

First Name:

Last Name:

This form is required for any purchases related to teaching a course, please complete and return to Mary L. Sandefer via email at marylsand@ou.edu. Once approved, you will receive a copy of your request via email along with the OU Chemistry Stockroom. ONLY the items on the final approved request will be allowed. If additional items are needed, another form must be submitted. When you receive your approved request, you may go to the stockroom to pick-up any in-stock items or discuss the ordering of any out-of-stock items. You will have 10 business days from the date you are sent the approved request to pick-up the items or contact the stockroom for processing. After 10 business days, the request will no longer be valid and a new request must be submitted.

Item	Quantity	Course Number	Stockroom Use Only: Processed

Approved:

Date: