

Procurement Services Department Code Request Form

Please fill out the form below to request a “Department Code” for your Department. Please note: Department Codes are not assigned for each individual in your department, but rather for a department as a whole. Please check first whether your department already has a department code assigned to it.

Please fill out the information below and mail to: **Monica Marquez, M/C 103-6**

<u>Description</u>	<u>Fill In Information Here</u>	<u>Example</u>
CODE:	TBD – Purchasing Will Assign /	7
ALPHA:	TBD – Purchasing Will Assign/	E
DIVISION/DEPARTMENT:		EAS
NAME:		MATERIAL SCIENCE
ADDRESS:		KECK 78 ROOM 307
DELIVERY CONTACT:		ROBIN HANAN
DELIVERY CONTACT PHONE:		X4424
DELIVERY CONTACT M/C:		138-78
PO CONTACT:		ROBIN HANAN
PO CONTACT PHONE:		X4424
PO CONTACT M/C:		139-78
INVOICE CONTACT:		PAM ALBERTSON
INVOICE CONTACT PHONE:		X4422
INVOICE CONTACT M/C:		138-78