

MEMORANDUM

TO: NC State Bookstores
Campus Box 7224
Raleigh, NC 27695-7224

FROM: Catherine Lull, Chemistry Department Business Officer, 513-4010

DATE:

Chemistry Purchaser: Please provide a brief description of what is being purchased, the estimated cost, and the project id (account) that will be charged for these items. You must obtain the PI (if applicable) and the Business Office signature of approval and then submit this form to the NCSU bookstore when picking up your items.

Description	Estimated Dollar Amount	Project ID	OUC

This authorization allows _____ to purchase the above named items from the NCSU Bookstore. The bookstore will charge this purchase to the accounts listed above.

Authorized by PI (If Applicable)

Authorized by Catherine Lull

**Send BSC/IDT to: Department of Chemistry
Business Office
Campus Box 8204**

For Chemistry Business Office Use only: _____ Account verified _____ cc: For file