

**UNIVERSITY OF HOUSTON
DEPARTMENT OF CIVIL & ENVIRONMENTAL ENGINEERING**

SERVICE CENTER VOUCHER

- | | | | |
|--|--|------------------------------------|---|
| <input type="checkbox"/> Research Stores | <input type="checkbox"/> Physical Plant | <input type="checkbox"/> Bookstore | <input type="checkbox"/> Computing Center |
| <input type="checkbox"/> Media Services | <input type="checkbox"/> Printing Department | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Hotel | <input type="checkbox"/> Library | <input type="checkbox"/> Biology | <input type="checkbox"/> Other : _____ |
| <input type="checkbox"/> Copy Center | <input type="checkbox"/> Stipend | <input type="checkbox"/> Tuition | |

Item Description	Unit Price (\$)	Quantity Ordered	Amount (\$)
TOTAL :			

Purpose/Benefit : _____

Speed Type # : _____ and Project ID # : _____

Requested by : _____ Date : _____ Phone No : _____

Approved by : _____ Date : _____

IMPORTANT NOTES:

- Not providing all the information requested will delay the processing of your requisition.
- Please return form to Lupe's mailbox for Undergraduate Tuition and Copy Center.
- Please return form to Charlene's mailbox for Graduate Tuition.
- Please return form to Shelia's mailbox for Stipend, Hotel, and Physical Plant.
- Please return form to Margaret's mailbox for Printing, Research Stores, Infor. Technology, Library, Bookstore, Chemistry, Biology, and Business Cards.
- Lupe, Charlene, Shelia, and Margaret can process Service Center Vouchers.