



## Scantron Bubble Sheet Purchase Order Form

**Testing & Evaluation Services**  
**Office of the University Registrar**  
1306 Stanford Drive  
The University Center, Room 1230  
Coral Gables, FL 33146

**Phone:** 305-284-2450  
**Fax:** 305-284-6293  
**Email:** [testeval@miami.edu](mailto:testeval@miami.edu)

Please fill in the required information below and send the completed form to [testeval@miami.edu](mailto:testeval@miami.edu). You will receive a confirmation when your order is ready. Note that orders are available for pickup from our office only.

### Customer Information

|                                |                                           |
|--------------------------------|-------------------------------------------|
| <b>Order Date:</b>             |                                           |
| <b>Name of Buyer:</b>          |                                           |
| <b>Name of Budget Manager:</b> |                                           |
| <b>Contact Phone Number:</b>   |                                           |
| <b>Department:</b>             |                                           |
| <b>Campus (choose one):</b>    | <b>Coral Gables      MSOM      RSMAES</b> |

### Billing Information

|                                                      |                                    |
|------------------------------------------------------|------------------------------------|
| <b>Description:</b>                                  | Ordering of Scantron Bubble Sheets |
| <b>Account Number:</b>                               |                                    |
| <b>Spend Category:</b>                               |                                    |
| <b>Quantity (in reams;<br/>500 sheets per ream):</b> |                                    |
| <b>Total Amount (\$34/ream):</b>                     |                                    |

#### Account Approval:

\_\_\_\_\_  
Print name here

\_\_\_\_\_  
Signature

### TO BE COMPLETED UPON PICKUP

#### Signed off by:

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Date of pickup

#### Picked up by:

\_\_\_\_\_  
Print name here

\_\_\_\_\_  
Signature