

AUTHOR			ISBN		
TITLE					
PLACE AND PUBLISHER			DATE	EDITION	NO OF VOLS
MONOGRAPHIC SERIES/NUMBER			IF VOLUME OF A SET, PLACE SET ORDER AND ACQUIRE ALL AVAILABLE VOLUMES <input type="checkbox"/> YES <input type="checkbox"/> NO		
UNIT PRICE	COPIES (IF>1)	CITED IN		INITIALS	DATE REQUESTED
<input type="checkbox"/> HOLD/NOTIFY:  <input type="checkbox"/> RESERVE:		INSTRUCTIONS FOR CTS			
<input type="checkbox"/> ADD IF ALREADY HELD <input type="checkbox"/> DUPLICATE ANOTHER UNIT <input type="checkbox"/> SEARCH IF OUT OF PRINT				LOCATION/FUND	

**CTS USE ONLY BELOW THIS LINE**

<input type="checkbox"/> REQUEST RETURNED:					
<input type="checkbox"/> ALREADY IN YOUR COLLECTION		<input type="checkbox"/> ON ORDER/REC'D FOR _____		<input type="checkbox"/> IT'S A SERIAL <input type="checkbox"/> OUT OF PRINT	
<input type="checkbox"/> ON STANDING ORDER		<input type="checkbox"/> ALREADY IN _____		<input type="checkbox"/> CANNOT VERIFY <input type="checkbox"/> REC'D ON APPROVAL <input type="checkbox"/> OTHER	

PURCHASE ORDER # _____	OTHER ED/VERSION IN BISON _____
OCLC NUMBER _____	CONTINUING ORDER _____

**2. General**

Order Status:  
**Additional Order No.2:**  
 Order ISBN:  
 Order Group:  
 Material Type:  
**Sublibrary:**  
 Acquisition Method:  
 Initiator ID:  
 Library Note:

**3. Vendor**

**Vendor Code:**  
 Vendor Note:  
 Order Delivery Type:  
 Letter Type:  
 Send Letter By:  
 Rush:   
 Claim Date:

**4. Quantity and Price**

Number of Units:  
**Unit Price:**  
 Quantity Note:  
**Item Collection:**  
 Currency:  
 Price Note:  
**Encumber Budget:**