

<input type="checkbox"/> HOLD/NOTIFY:	INSTRUCTIONS FOR CTS
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**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:**