

University of California, Berkeley Campus Computer Store, The Scholar's Workstation
INTERCAMPUS SUPPORT FORM
 (for transfer of charges between UC Berkeley and UC OP Loc M

Hearst Field Annex • Building D1 • Berkeley, CA 94720
 www.tsw.berkeley.edu
 Fax: 3-6201
 Ph: 2-8424

(MUST BE TYPED)

- TSW Internal Use Only -	Date	Journal # *
TSW Document Number	Initials	

*Enter 2-digit Dept/Prefix code plus the date, eg. AA3200 for Dept AA on March 2, 2000. Use suffix -n for addl.

Originating Department (Include Dept and Div)	Prepared By Address	Phone Ext	Date	Requestor Name Requestor E-mail	Phone Ext Check One: ___Delivery ___Pickup
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Charge approved by	Approval Signature	Fax Ext	Date	Delivery Address (Required for Delivery or Pickup) Delivery/ Pickup Contact	Phone
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TSW Use	Part Number	Description of Goods and/or Service	Quantity	Price	Subtotal	Tax	Total

Non-Taxable (services/freight)

FORMS WITH INACCURATE ACCOUNT AND COSTING DISTINCTION WILL BE RETURNED FOR CORRECTION. PLACE LINE ITEM TOTALS ABOVE INTO APPROPRIATE ACCOUNT CATEGORY BELOW, AND TOTAL THE DOLLAR AMOUNT.

FOR INFO ONLY--ORDER TOTAL:

Account(s) to be charged:

Full Department Name (I.e., OP--Division Name)	Chart String	Description	Reference	Debit	Credit

This form is a slightly modified version of the Berkeley Campus INTERCAMPUS SUPPORT FORM, for use by Loc M business units only.
 Location J Customers should use the TSW InterDepartment Order Form.
 To avoid delivery delays, submit separate orders for inventorial vs. non-inventorial product categories.
 Products, pricing and availability subject to change without notice, with primary regard to manufacturer changes. Staff ID required for pickup orders.
 Returns, cancellation, and warranty disclaimer available at <http://www.tsw.berkeley.edu/general/deptpolicies.html>
 Retention: Office of Record: 6 years subject to Contract & Grant Requirements. Other copies: 1 year

CANCELLATIONS MUST BE MADE WITHIN 24 HOURS AFTER PLACING THE ORDER.
 This form must be faxed in Landscape mode (do not resize or reformat for Portrait printing).