

GENERAL STORES DAILY GAS CYLINDER ORDER FAX SHEET

Please complete this form and submit it to General Stores before 2:30 P.M. – Save file, complete form, save file again, attach to email and send to GENERALSTORES@PSU.EDU, or complete form, print and then fax to 865-5533. For additional questions, contact Trina Harris at 863-8287 or 863-0317.

BUDGET NUMBER: _____ FUND NUMBER: _____ COST CENTER (PROJECT #): _____

DELIVERY TO: ROOM #: _____ BUILDING: _____

PERSON USING CYLINDERS: _____

CONTACT PERSON, IF DIFFERENT FROM ABOVE: _____

TELEPHONE NUMBER: _____ DATE ORDERED: _____

ORDER CANNOT BE PROCESSED WITHOUT ABOVE INFORMATION!

<i>TYPE OF GAS</i>	<i>QUANTITY</i>	<i>SIZE</i>	<i>COMMENTS</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ADDITIONAL COMMENTS: _____
