

**DEPARTMENTAL BLANKET WORK ORDER REQUEST**  
THE UNIVERSITY OF TEXAS AT AUSTIN, INFORMATION TECHNOLOGY SERVICES  
Mail completed form to:  
ITS Business Office, SER 321, C3800 or Fax to (512) 232-2034

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DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT ADDRESS \_\_\_\_\_ MAIL CODE \_\_\_\_\_

REQUESTER NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_

REQUESTER TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

PLEASE CALL THE ITS BUSINESS OFFICE AT (512) 471-5711 IF YOU HAVE ANY QUESTIONS.

<b>ACCOUNT INFORMATION</b>	
ACCOUNT NUMBER _____	
AUTHORIZED SIGNER(S) _____ _____ _____	
PERSON(S) AUTHORIZED TO PURCHASE PARTS, SUPPLIES AND EQUIPMENT ON THIS BLANKET ORDER: _____ _____ _____	

ITS WILL **RENEW THIS BLANKET ORDER AUTOMATICALLY** AT THE BEGINNING OF EACH FISCAL YEAR **UNLESS** (1) WE RECEIVE NOTIFICATION WITHIN THIRTY (30) DAYS AFTER SEPTEMBER 1 OR (2) THERE HAVE BEEN NO CHARGES MADE TO THE BLANKET WORK ORDER FOR THE PRIOR FISCAL YEAR.

**ITS USE ONLY**

BLANKET ORDER NUMBER: _____	DATE ESTABLISHED: _____	CSR: _____
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