



UNIVERSITY of ROCHESTER

Corporate Purchasing Special Handling Form

To: Corporate Purchasing
44 Celebration Drive, Suite 2.200
Rochester, NY 14627

Phone: 585---275---2002
Fax: 585---273---1241
Intramural Address: RC Box 278901

Department Contact Information

Requestor: _____

Department: _____

Phone: _____

Fax: _____

Intramural Mail Address: _____

Date: _____

Requisition Number: _____

PO Number: _____

Pages: _____

Vendor: _____

Commodity Team: _____

(Purchasing Use Only)

Please complete all lines. Attach additional pages or information as necessary to clarify your request.

Special Handling Request

You will be contacted by Corporate Purchasing if your request *cannot* be processed as is for a rush.

Please make sure correct contact information has been provided in case there are questions.

Please charge \$75 Rush Service Fee to FAO: CM SC 5 5 4 0 0

(no Grants allowed)

Arrangements for completion of the rush transaction will not be made until an account number is designated.

Reason for Rush:

Corporate Purchasing Use: