



Louisiana Light Source
6980 Jefferson Highway
Baton Rouge, Louisiana 70806
225-578-8887

Form for Campus Machine Shops and Labs

Purchaser Name _____
Phone # _____
PI / Supervisor Initials _____

Shop Name _____
Contact @ Shop Name _____
LLS Account # to be Charged _____

Brief Description of Work to be Done:

of Items: _____
Estimate of Amount _____

PO # _____
Date Order Placed _____
Est. Receiving Date _____

For Office Use Only:

Order placed by initials: _____
Account # (to be charged): _____ Date _____
Received: _____ Invoice # _____
_____ Credit Card _____

Used Initials: _____

Authorized By: _____
(LLS Purchasing / Accounting Coordinator)