here) **if they are attached** to an email from someone with signing authority stating in the body of the email something to the effect of:

"I

_____ with "I approve" in the body of the email with the requisition attached.

***Please don't electronically sign the PDF. We can use the blue fillable fields to add information.**

Order Queue

Orders are generally placed on a first come, first serve basis.

We strive to place orders as soon as possible, but may need 3-5 business days before your order is

complete[illegible] roughly equal to or less than the price you state. If the true unit cost is significantly higher than expected we will contact the account holder and ask for another approval.

Quotes

Please contact the company representative directly when you require a quote.

[illegible] PDFs to the email and put the quote numbers on the requisition in the