

**IRC ~ Equipment, Material & Supply Order Form**

**for NMSBVI STAFF**

Use this form to request paper, equipment or other non-textbook items from the IRC Bookroom. Please use

the Textbook Request Form to request textbooks. Allow at least 24 hours for your request to be processed.

**To submit form electronically:** save this file to your computer; click on grayed spaces and type to fill in fields (you can tab between them); save final file

to your computer; and email your final file as an attachment to [IRC@nmsbvi.k12.nm.us](mailto:IRC@nmsbvi.k12.nm.us) .

**OR, to submit form via fax:**  you can print this blank form, fill it in manually, and then fax the printout to (575) 439-4498.

Questions? Please call the IRC at Ext. 4437.

**Staff Member’s Name:**       **Date of Request:**

**Class Location:**  **On Campus *Bldg:***       ***Room #:***

**Off Campus**

**Telephone Extension No.:**

**Quantity Catalog No. Page # Title or Description Status of Order**

*(IRC USE ONLY)*

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***IRC USE ONLY***

**Order Number**

**Date Received**       **Signature of Person Requesting Items:**

*(Revised Sep 2018)*