**UCAE Amazon Orders**

To fill out this form, you will need to double click in the gray areas. Please email the completed form, along with the links to your items (be sure to include specifications like color and quantity), to [ucaefinance@duke.edu](mailto:ucaefinance@duke.edu). After your order has been placed, you will receive an order confirmation sent to your email.

|  |  |  |
| --- | --- | --- |
| **General Information** | **Event Information** |  |
| Submitter: Tearria Beck-Scott | Event Name: Trivia |  |
| Date: 09/05/19 | Event Date: 09/3/19 |  |
| Account Name: DUU Duke@Nite | Event Location: The Devil's Krafthouse |  |
| FundCode: 814-2003 | # of Attendees: 70-100 |  |

**Purchase Information**

What you are purchasing (ex. Office Supplies): Prizes

Purpose (ex. For the new DUU office): Prizes and giveaways for trivia

Approximate Amount: $156 Is it okay to make substitutions? Yes No

Date items are needed by: 9/12/19 Is it okay to pay for express shipping? Yes No

Do you want this shipped to Box 90834? Yes No

If not, please provide address:

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Special Instructions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\* If this purchase is charging an endowment code, please copy April Billings on the email to [ucaefinance@duke.edu](mailto:ucaefinance@duke.edu) for his approval. \*\*