**Order Form for UCT Laboratory Notebooks**

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| **Contact Person** |  |
| **Email** |  |
| **Telephone** |  |
| **Department** |  |
| **Internal Mail Delivery Address** |  |
| **Quantity** | Preferably blocks of 10 books. |
| **Total Price** |  |

**Order Notebooks:**

Laboratory notebooks are available at R35 each.

**Payment Details:**

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| --- | --- |
| Step-by-step guide | Research Contracts and Innovation (RC&I) fund details |
| * Complete the order form above and
* Complete the Request for Journal form (FM014)
* The completed Request for Journal form should be sent to your departmental finance office for processing.
* Once the journal transfer has been processed by your department you may send us proof or a screenshot of the processed SAP journal along with the order form to Yandi.Sopete@uct.ac.za and Vaughan.Petersen@uct.ac.za
 | **444096 Cost Centre ZDET00691** |

**Note**: Laboratory notebooks will only be delivered once the transfer has taken place.