



Date: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Faculty or Department

\_\_\_\_\_  
Event Organizer, Chair

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

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**Description of event:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (we) have purchased event supplies through the Bookstore Special Orders service:

Yes       No       In process

Is there a fee to attend the event? Yes       No

\_\_\_\_\_  
Event dates:

\_\_\_\_\_  
Number of attendees

\_\_\_\_\_  
Authorized signature

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**Acknowledgement Information:**

Please include the following in all acknowledgements:

**Bookstore logo;** available by contacting Vanessa Cordery by email: [vanessa.cordery@ualberta.ca](mailto:vanessa.cordery@ualberta.ca)

**Please also include the following text:** "The *name the item(s)* was proudly donated by the University of Alberta Bookstore, the place of great reads, great gifts, excellent customer service, all right here on campus!"

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