

**PREAPPROVAL FORM**  
**DEPARTMENT OF MECHANICAL ENGINEERING**  
**AUBURN UNIVERSITY**

For Purchases under \$ 2,500.  
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DATE: \_\_\_\_\_

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ABOVE NUMBER MUST APPEAR ON ALL  
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<b><u>VENDOR:</u></b>	<b><u>SHIP &amp; INVOICE TO:</u></b>  Department of Mechanical Engineering Attention: 270 Ross Hall Auburn University, AL 36849-5341 FAX: (334) 844-3307 PHONE: (334) 844-4820
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PLEASE ENTER OUR ORDER FOR ITEMS SPECIFIED BELOW TO BE SHIPPED AS SHOWN ABOVE.

QUANTITY	UNIT PRICE	DESCRIPTION

Purpose : \_\_\_\_\_

Estimated Amount: \$ \_\_\_\_\_

AU Account No: \_\_\_\_\_

Approved by: \_\_\_\_\_