



# MEDIA PURCHASE REQUEST

Date \_\_\_\_\_ Extension \_\_\_\_\_

Requested by \_\_\_\_\_ Print \_\_\_\_\_ Dept/Division \_\_\_\_\_

Attach information regarding requested media, such as order form, flyer, copy of online information, etc.

Media Title \_\_\_\_\_

Suggested Vendor \_\_\_\_\_

Which format are you requesting?

DVD  Blu-Ray

Media must be 508 compliant. Identify which applies.

Captioned  Subtitled

Signature of Requestor \_\_\_\_\_

Special Note \_\_\_\_\_

-----  
For Office Use Only

Notations \_\_\_\_\_

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

Vendor Used: \_\_\_\_\_

Accession Number Assigned: \_\_\_\_\_

FAX (661) 722-6452

Phone (661) 722-6451