

Where can I find UEI forms and paperwork?

- o You may access forms and paperwork on the UEI website forms page: <https://uei-sp.uei.csus.edu/about/forms/>.

Where do I submit paperwork for my Campus Grant Program project?

- o All paperwork relating to your Campus Grant account should be submitted via email to uei-campus-grants@csus.edu.

Reimbursement for Eabook relating to your CampusHrwojschp0041092n.1(t)5(ps)30c 0w 3d()Tj7TC 0w 3



Signature Authorization

Who is authorized to sign



What do I do after the items are delivered or picked up?

- o Once you receive the shipment or pick up the items, submit a copy of the "stock received" version of the Purchase Order with your signature and mark the Purchase Order as "complete." If the order has not been received in full, mark the stock received copy as "partial" and provide your signature on the form. Please also attach any packing slips to the form as well in order to rTj- dem



University Enterprises, Inc.

UNIVERSITY ENTERPRISES, INC.

906-278-7000

FAX 906-278-4884