**PURCHASE ORDER FORM** *(ELECTRONIC)*

VENDOR:

|  |  |
| --- | --- |
| Name: |       |
| Contact: |       |
| (person, phone number, or web/email address) |
| Address/Phone/Fax (if we have not used this vendor before): |
|       |
|       |
|       |
|       |

*PO# (stockroom use): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**[ ] *URGENT -* *Place Order Immediately***

|  |  |
| --- | --- |
| Date: | 2/23/2010 |
| Ordered for: *(who to contact when received)* |       | *phone/email* |
|  |  |       |
| Ordered by: *(authorizing Professor)* |       |
| Grant/Fund #: |       | *sub-account* |
|  |  |  |
| Future Location: |       |

Use: [ ] Instructional [ ] Research

Delivery: [ ] Pay to Rush Process

[ ] Standard/Cheapest [ ]  2nd Day [ ] Next Day

**PLEASE PRINT ON PURPLE PAPER -OR- HIGHLIGHT “PURCHASE ORDER FORM”**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART NUMBER** | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
|       |       |       |       | $0.00 |
|       |       |       |       | $0.00 |
|       |       |       |       | $0.00 |
|       |       |       |       | $0.00 |
|       |       |       |       | $0.00 |
|       |       |       |       | $0.00 |
|       |       |       |       | $0.00 |
|       |       |       |       | $0.00 |
|       |       |       |       | $0.00 |
| **DO NOT FILL OUT BELOW THIS POINT** | **Subtotal** | **$****0.00** |

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

|  |  |  |
| --- | --- | --- |
|  | Shipping | $  |
|  | $  |
| **Final Total** | **$**  |
| Date: |   |
| Confirm #: |  |
| Person #: |   |
| Notes: |   |

For Credit Card Orders:

|  |  |  |  |
| --- | --- | --- | --- |
| AMT: |   |   |   |
| REC: |   |
| INV: |   |
| JV'd: |   |
| LEDG: |   |