**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: |  | | |