

Social Sciences Purchase Order Request Form

(Shaded areas for use by Purchasing Office)

Date: _____ Purchase Order Number: _____

Person Requesting Order: _____ Room No. _____ Phone Ext: _____

Principal Investigator: _____ Account: _____ Fund: _____

Department _____

Approved By: _____	9- _____ - _____
	9 - _____ - _____

Suggested Vendor: _____

Address: _____

Phone: _____ Contact: _____

Date Wanted _____ Shipping Instructions: _____

Urgent* Any packing slipsTM found in boxes *must be* turned in to Purchasing, room 488 SSL Immediately

Comm Codes	Qty-	Unit of Issue	ITEM NAME AND DESCRIPTION (include Manufacturer, Name, Model or Type Number and any other identifying information)	Catalog Number	Unit Price	Total Cost

Authorization Signature	
X _____	Date _____

F.O.B. _____	Ship By: _____	Terms: _____
Spoke To _____	Tax Code: _____	
Delivery Date: _____		