

Purchase Order Request Form

Req. No. _____ Purchase Order No. _____
 Account No. _____ Account Name _____
 Professor's Name _____ Signature _____
 Your Name _____ Your Email _____ Your Phone Number _____
 Date _____

Special Instructions:

Item No.	Description	Quantity	Unit (each, pkg, case)	Per-Unit Price	Line Item Total Price

In Stock Lead Time _____ **Total Price** _____
 Shipping Preference Ground Express

Complete Name of Vendor: _____ Name of Contact: _____
 Address of Vendor: _____ Contact's phone number: _____
 _____ Contact's fax number: _____

Please attach any web printout or email or faxed quotation received from vendor.