

PURCHASE ORDER REQUEST FORM

Department of Earth and Planetary Sciences

WASHINGTON UNIVERSITY

Date: _____ Document #: _____ PO #: _____

Phone: _____

Name: _____

E-Mail: _____

PI Signature: _____

Regular Purchase Order unless one of the following is Checked:

← Principal Investigator certifies that the items in this purchase order are necessary to and will be primarily used in the actual conduct of scientific research.

- IDO (inter-departmental order)
- Telephone Order
- Blanket Order
- Fax Order

DC

(B/O Code For Office Use Only)

Item #	Qty	Unit	Catalog/Part#	Description	Unit Price	Item Total	B-O Code	Fund #
1.								
2.								
3.								
4.								
5.								
Total:								

EQUIPMENT PO'S

Building: _____ Floor #: _____ Room #: _____

If to be added to existing equipment: Equipment description: _____

Existing Equipment S/N: _____ which was purchased on PO #: _____

NAME AND ADDRESS OF COMPANY	COMMENTS
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SALESPERSON _____	_____
COMPANY _____	_____
STREET _____	_____
CITY, STATE, ZIP _____	_____
PHONE _____	_____
FAX: _____	_____