## PURCHASE ORDER REQUEST FORM

**Department of Earth and Planetary Sciences**  
**WASHINGTON UNIVERSITY**

**Date:**   
**Document #:**   
**PO #:**   

**Name:**   
**Phone:**   
**E-Mail:**

**PI Signature:**

Regular Purchase Order unless one of the following is Checked:

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

**DC**  
(B/O Code For Office Use Only)

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<th>Item #</th>
<th>Qty</th>
<th>Unit</th>
<th>Catalog/Part#</th>
<th>Description</th>
<th>Unit Price</th>
<th>Item Total</th>
<th>B-O Code</th>
<th>Fund #</th>
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**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

**SALESPOWER**

**COMPANY**

**STREET**

**CITY, STATE, ZIP**

**PHONE**

**FAX:**

**COMMENTS**

Revised: 01/12/00 (gk)