

PRAIRIE VIEW A&M RESEARCH FOUNDATION

ORDER REQUISITION

9/95

THIS IS NOT A FORMAL PURCHASE ORDER - FOR RF INTERNAL USE ONLY

IMPORTANT
 This form must be submitted on orders over \$1500.00
 (SEE BACK OF SHEET FOR ORDERING GUIDELINES)

(1) DATE _____

(2) ACCT# _____

(3) VENDOR _____

FULL ADDRESS _____

TELEPHONE NO. _____

(4) Vendor Requires Prepayment YES NO

(5) INSTRUCTIONS TO VENDOR

SHIP TO:

Name _____

Address _____

City _____ State _____

Zip Code _____ Country _____

Telephone No. _____

(6) Item	(7) Quantity	(8) Description	(9) Unit Price	(10) Extended Price

(12) Per Quote # _____ From _____ On _____
(Name) (Date)

(13) F.O.B. _____ (14) DELIVERY _____

(11) TOTAL \$ _____

(19) RF Internal Use

Federal Funds YES NO

Department Code _____

Commodity Code# _____

Bid # _____

Liq Office Memo # _____

Research Administrator _____

Expense Class _____ DATE _____

PO# _____

(15) (Complete section below for phone orders placed.)

CONFIRMATION ONLY - DO NOT DUPLICATE

Phone No. _____ Date Ordered _____

Person Contacted _____ PO# _____

(Complete this section for all orders)

(16) Person Placing Order _____

(17) PI Approval of Order _____

(Authorized Signature)

Above authorized signature, indicates, to the best of my knowledge, no such item or substantially similar item is available for shared use against existing inventory.

(18) Part of RF Inventory Number _____

(If Applicable)