



PURCHASE ORDER

Date	
PO No.	

Vendor Information	
Department	

Shipping Information
Funding Source

Date Ordered	Product Description/Part NO.	Qty.	Unit Price	Total
Notes/Comments			Sub Total	
The invoice should be billed to the same information displayed above in the "Shipping Information" section.			Shipping	
			Total Cost	

Department Head Signature

Vendor Signature (if applicable)

Chief Procurement Officer