

DEPARTMENTAL PURCHASE ORDER

Only valid for orders of \$5000 or less

Oregon State University
Federal Tax ID # 93-6001786

PURCHASE ORDER #

(Show PO# on all papers/pkggs for this order.)

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TO:

SHIP TO:

Date of PO:
 FOB: Destination Shipping Point
 Terms: Net 30
 Delivery Required:

BILL TO:

Instructions to vendor: Prepay all transportation charges unless otherwise stated. If transportation is billed as separate item, receipted bill must accompany invoice. State of Oregon is not subject to federal excise tax.

SPECIAL INSTRUCTIONS:

ITEM	DESCRIPTION	QTY	U/M	UNIT PRICE	EXTENDED PRICE
TOTAL					

OSU Contact:
Contact Info:

Authorized Signature