

DEPARTMENTAL PURCHASE ORDER

Only valid for orders of \$5000 or less
Oregon State University

PURCHASE ORDER #

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

TO:

SHIP TO:

Date of PO:

BILL TO:

FOB: Destination Shipping

Point Terms: Net 30

Delivery Required:

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