



PURCHASE ORDER WORKSHEET

Portland State University

Let Knowledge Serve The City

Department of Biology
 Attn: Laura Carmichael
 PO Box 751
 Portland, OR 97207

P.O. #
 DATE:

Contact:
 Quote from:

VENDOR

SHIP TO Department of Biology
 Attn:
 1719 SW 10th Ave. Room 246
 Portland, OR 97201

FOB CODE	SHIPPING TERMS	DELIVERY DATE
<input type="checkbox"/> Ship point <input type="checkbox"/> Other: __	<input type="checkbox"/> Net 30 <input type="checkbox"/> Other: __	

INDEX #	CATALOG #	DESCRIPTION	QUANTITY	U/M	UNIT PRICE	TOTAL

<u>Equipment:</u>	Serial Number:	Subtotal	
	Location:	Shipping Cost	
	Date Received:	Total	

1. Please send a copy of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:
 Attn: Laura Carmichael
 PO Box 751
 Portland, OR 97207
 Phone 503-725-9516 Email: lkcarmic@pdx.edu

Expenditure Account Code:

- 20102 - General Operating Supplies
- 20103 - Laboratory Supplies
- 20200 - Minor Equipment
- 20201 - Computer (non-capital equipment)
- 20202 - Software
- 20203 - Printers (non-capital equipment)
- Other -

Authorized by

Date