

FOR: VENDOR ORDER(S)

PRIOR TO INVOICE/PAYMENT

NOT TO EXCEED: \$5,000

Small Dollar Purchase Order Form

COMPANY: _____		ALL PRICES ARE F.O.B. DESTINATION, FEDERAL EXCISE AND TRANSPORTATION TAXES ARE NOT APPLICABLE TO THIS ORDER			
ADDRESS: _____					
CITY/STATE: _____		DATE: _____		DESIRED DELIVERY DATE: _____	
ZIP CODE: _____		DEPARTMENT NAME: _____			
PHONE: _____		ORG #: _____			
FEIN # _____		PURCHASE ORDER NUMBER: _____		The Purchase Order Number must appear on the invoice, shipping documents, packages and all correspondence pertaining to this order.	
ATTN: _____					
ITEM NUMBER	QTY.	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
		N/A			
		N/A			
		N/A			
		N/A			
		N/A			
		N/A			
		N/A			
		N/A			
		N/A			
		N/A			
		N/A			
		N/A			
				TAX	
				SHIPPING	
SHIP AND BILL TO: <u>UNIVERSITY OF OKLAHOMA</u>			TOTAL AMOUNT		
DEPARTMENT: _____					
ADDRESS: _____			OU DEPARTMENTAL APPROVER NAME & TITLE: _____		
CITY/STATE: _____ ZIP: _____			OU DEPARTMENTAL APPROVER SIGNATURE: _____		
OU CONTACT: _____ PHONE: _____					