Print Form

PURCHASE ORDER

RESEARCH
& DEVELOPMENT
CORPORATION

WEST VIRGINIA STATE UNIVERSITY

200 East Hall
INSTITUTE, WEST VIRGINIA
(304) 766-4258

PO Box 1000
25112 - 1000
FAX (304) 204-4084

PROGRAM		TAX EXEMPTION #	PO NUMBER
	EPSCoR	501(C)3 55-0708567	

Note to Vendor: Invoices Must Show Purchase Order Number

VENDOR		SHIP TO	
		☐	WV State University Physical Facilities Inventory Control Institute, WV 25112
		☐	

ITEM NO.	DETAILED DESCRIPTION (Double Space)	QUANTITY	UNIT PRICE	AMOUNT
			SubTotal	
			Freight	
			TOTAL	

Contact Person:

Phone:

Building:

Room #

Reason for Purchase:

Requested By: Date

Approved By: Research/Outreach Coordinator Date

EPSCoR Coordinator Date

Dean CONSM/Dean GRDI Date

Other Approval: Date

Budget Office: Date

Procurement Officer; Date:

Approved by: R&D Corp. Executive Director Date:

Form Designed:
1/31/08