PURCHASE ORDER-UNDER 5,000.00

WEST VIRGINIA STATE UNIVERSITY
1891
Title III Programs

Submit invoice to:
West Virginia State University
Title III Programs
111 Ferrell Hall PO Box 1000
INSTITUTE, WEST VIRGINIA 25112 - 1000
PHONE (304) 766-5734 FAX (304) 204-4349

PROGRAM		TAX EXEMPTION # 501(C)3 55-0708567	PO NUMBER
	Note to Vendor: Invoices Must Show Purchase Order Number		
VENDOR		**SHIPTO** ☐	WV State University Physical Facilities Inventory Control Institute, WV 25112
		☐	

ITEM NO.	DETAILED DESCRIPTION (Double Space)	QUANTITY	UNIT PRICE	AMOUNT
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
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				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
			SubTotal	$ 0.00
			Haz Mat Fee	
			Freight	
			TOTAL	$ 0.00

Contact Person: Phone: Building: Room #	Requested By: Date Department Head/Dean/ Chair Date
Reason for Purchase:	Vice President Date Director, Title III Programs and Budget Office Date

Form Revised:
04/2019