



# WVSU Research & Development Corporation

Submit invoice to:

West Virginia State University R&D Corporation  
 4015 Fairlawn Ave  
 PO Box 1000 PO Box 1000  
 INSTITUTE, WEST VIRGINIA 25112 - 1000  
 PHONE (304) 766-5734 FAX (304) 204-4349

<b>PROGRAM</b>		<b>TAX EXEMPTION #</b>	<b>PO NUMBER</b>
		501(C)3 55-0708567	
<b>Note to Vendor: Invoices Must Show Purchase Order Number</b>			
<b>V E N D O R</b>		<b>S</b> <input type="checkbox"/>	WV State University
		<b>H</b>	Physical Facilities
		<b>I</b>	Inventory Control
		<b>P</b>	Institute, WV 25112
		<b>T</b> <input type="checkbox"/>	
		<b>O</b>	

ITEM NO.	DETAILED DESCRIPTION (Double Space)	QUANTITY	UNIT PRICE	AMOUNT
<b>SubTotal</b>				
<b>Haz Mat Fee</b>				
<b>Freight</b>				
<b>TOTAL</b>				

Contact Person:	
Phone:	Title III Director <span style="float: right;">Date</span>
Building:	
Room #	Department Head/Dean/ Chair <span style="float: right;">Date</span>
Reason for Purchase:	Vice President <span style="float: right;">Date</span>
	Budget Officer <span style="float: right;">Date</span>
Requested By: <span style="float: right;">Date</span>	Executive Director of the WVSU R&D Corp <span style="float: right;">Date</span>