

# PURCHASE ORDER FORM

☐ Under \$10,000    ☐ Over \$10,000

**PO#:** \_\_\_\_\_

**FUND:** \_\_\_\_\_

**PROJECT#:** \_\_\_\_\_

<b>SUBMIT INVOICE TO:</b> (Invoice must show PO #)	<b>SHIP TO:</b>
<b>Mail to:</b> WVSU Research & Development Corporation PO Box 1000, 201 Byers Admin. Building Institute, WV 25112-1000  <b>Email to:</b> RDAccountsPayable@wvstateu.edu <b>Phone:</b> (304) 204-4306 <b>Fax:</b> (304) 204-4349	West Virginia State University Physical Facilities Inventory Control Institute, WV 25112  <b>TAX EXEMPTION#:</b> 501 (C)3 55-0708567

<b>VENDOR:</b>	<b>ADDRESS Line 1:</b>		
<b>PHONE:</b>	<b>ADDRESS Line 2:</b>		
<b>FAX:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>

INVOICE #:	INVOICE DATE:	ASSOCIATED QUOTE # (if applicable):		
ITEM #	DETAILED DESCRIPTION	QTY	UNIT PRICE	TOTAL

<b>AREA CONTACT</b>		<b>SUBTOTAL</b>	
<b>PHONE</b>		<b>HAZ MAT FEE</b>	
<b>LOCATION</b>		<b>FREIGHT</b>	
<b>EMAIL</b>		<b>TOTAL</b>	

**REASON FOR PURCHASE:**

Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Requester's Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head/Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Area Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

R&amp;D Budget Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director, R&amp;D: \_\_\_\_\_ Date: \_\_\_\_\_