WEST VIRGINIA STATE UNIVERSITY
1891
Extension Service

WVSU Research & Development Corporation

PURCHASE ORDER FORM

PO#: _____

FUND: _____

PROJECT#: _____

☐ Under $10,000 ☐ Over $10,000

SUBMIT INVOICE TO: (Invoice must show PO #)	**SHIP TO:**
Mail to: WVSU Research & Development Corporation PO Box 1000, 201 Byers Admin. Building Institute, WV 25112-1000 **Email to:** RDAccountsPayable@wvstateu.edu **Phone:** (304) 204-4306 **Fax:** (304) 204-4349	WVSU Physical Facilities Inventory Control Attn:_____ Bldg/Rm:_____ 5000 Fairlawn Avenue Institute, WV 25112 **TAX EXEMPTION#:** 501 (C)3 55-0708567

VENDOR:	**ADDRESS Line 1:**		
PHONE:	**ADDRESS Line 2:**		
FAX:	**CITY:**	**STATE:**	**ZIP:**

INVOICE #: **INVOICE DATE:** **ASSOCIATED QUOTE #** (if applicable):

ITEM #	DETAILED DESCRIPTION	QTY	UNIT PRICE	TOTAL
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00

AREA CONTACT	
PHONE	
LOCATION	
EMAIL	

SUBTOTAL	$ 0.00
HAZ MAT FEE	$ 0.00
FREIGHT	$ 0.00
TOTAL	$ 0.00

REASON FOR PURCHASE:

Requested by: _____ Date: _____

Requester's Supervisor: _____ Date: _____

Associate Dean for Extension: _____ Date: _____

Assoc. Provost/Dean & Dir.of Ag.Res. & Ext.: _____ Date: _____

R&D Budget Officer: _____ Date: _____

Executive Director, R&D: _____ Date: _____

Revised 4/1/25