

**THIS IS NOT A PURCHASE ORDER**

P.0 \_\_\_\_\_

PURCHASE REQUISITION NUMBER \_\_\_\_\_

PLEASE DO NOT WRITE IN BOX BELOW

**SEE INSTRUCTIONS ON REVERSE**

PAYEE CODE

SUGGESTED VENDOR:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SHIP TO:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE \_\_\_\_\_  
 ORDER TYPE (R/B/O/LJM) \_\_\_\_\_  
 START DATE \_\_\_\_\_ END DATE \_\_\_\_\_  
 TERMS (NET 30) \_\_\_\_\_  
 F.O.B. \_\_\_\_\_  
 BID/PROPOSAL/SPD/GSA \_\_\_\_\_  
 REFERENCE DATE \_\_\_\_\_  
 DELIVERY DATE \_\_\_\_\_  
 BUYER APPROVALMO \_\_\_\_\_  
 VENDOR NO \_\_\_\_\_ COMMODITY \_\_\_\_\_  
 INSURANCE \_\_\_\_\_ PERF. BOND \_\_\_\_\_  
 INS. DATE \_\_\_\_\_ TAXABLE \_\_\_\_\_

ORG NO \_\_\_\_\_ DATE \_\_\_\_\_  
 DEPT. NAME \_\_\_\_\_  
 USER CONTACT \_\_\_\_\_ EXT \_\_\_\_\_  
 DATE WANTED \_\_\_\_\_

BLANKET ORDER  
 EFFECTIVE DATES \_\_\_\_\_ TO \_\_\_\_\_

ACCOUNT 1	%	\$	ACCOUNT 2	%	\$
ACCOUNT 3	%	\$	ACCOUNT 4	%	\$

NO	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION

PURPOSE \_\_\_\_\_

AUTHORIZED DEPT SIGNATURE \_\_\_\_\_ ESTIMATED COST \_\_\_\_\_  
 SIGNATURE NAME (TYPED) \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACT AND GRANT / ACCOUNTING APPROVAL (SIGNATURE) \_\_\_\_\_ DATE: \_\_\_\_\_

**CONTRACT TYPE**

- CONTRACT
- GRANT
- COOPERATIVE AGREEMENT
- OTHER: SPECIFY \_\_\_\_\_

**FUNDING TYPE**

- FEDERAL
- STATE
- PRIVATE
- OTHER: SPECIFY \_\_\_\_\_

AGENCY: \_\_\_\_\_

CONTRACT #- \_\_\_\_\_

FEDERAL FLOW DOWN CLAUSES

**PURCHASING**