Sample Purchase Order (All highlighted fields and fields with additional explanations are required)

Enter the speed type # not the S# which is your project #. Your Speed type # is unique to your project if you do not know it contact your grant/contacts specialist. This is the only # that will be accepted to place orders from now on.

Circle YES if you are placing the order and would like to be called with PO#, don't forget to leave a phone # to reach you at.
Circle NO if you do not want to be called with PO# and you want Purchasing to place the order

Enter the speed type # not the S# which is your project #. Your Speed type # is unique to your project if you do not know it contact your grant/contacts specialist. This is the only # that will be accepted to place orders from now on.

Circle the proper match rule. 2-Way is for PO’s that match invoices or are under $1000. 3-way is for PO’s with Invoice and receipts as well as chemical/radioactive orders and orders over $1000. Blanket match is for PO’s for reservations or PO’s to be opened as blanket orders.

Vendor Name / Address / Phone / Fax

Sample Purchase Order (All highlighted fields and fields with additional explanations are required)

Contact: (Requestor’s Name)

State whether it is a chemical or radioactive order

Category

Enter a (C) for Chemical related items (R) for Radioactive materials (S) for supplies and (E) for Equipment