

TROPICAL PLANT & SOIL SCIENCES ORDER FORM

PURCHASE ORDER NO.

Delivery to				Account Code			
(ALL TRANSPORTATION CHARGES MUST BE PREPAID)							
VENDOR				Telephone No.		Requisitioner	
				Delivery On/Before		SHIP VIA	
Other Vendors Phone Quotations: \$1,000 – 4,999 (attach written quote of vendor with lowest bid) 1. 2. 3.				Over \$5,000 –written quotations attached			
				Contract/Price List No.			
ITEM NO.	QUANTITY ORD	REC	DESCRIPTION UNIT PRICES ARE E (Estimated) or F (Firm)	OBJ SYM	E/F	UNIT PRICE	AMOUNT
Equipment to be located:						FRT	
Campus Bldg. Rm.						TAX	
Incorporated into Existing Equipment						TOTAL INC. FRT & TAX	
Decal No. Purchased on P.O. No.							

Justification

Requisition Processed: