

PURCHASE ORDER
 Western Oregon University
 Federal Tax ID #47-2887845

PURCHASE ORDER # _____

Page _____

To:

SHIP TO:

(Show PO # on all papers/pkgs for this order)

BILL TO:

Date of PO: _____

Delivery Required: _____

Instructions to vendor: Invoice upon completion of this order only. Prepay all transportation charges unless otherwise stated. If transportation is billed as a separate item receipted freight bill must accompany invoice. State of Oregon is not Subject to federal excise tax. Vendors and their employees must adhere to WOU's Discrimination and Harassment Policy in their interactions with members of WOU's community.

<u>Description</u>	<u>Quantity</u>	<u>U/M</u>	<u>Unit Price</u>	<u>Extended Price</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

DISCOUNT: _____

TOTAL: _____

In addition to conditions state hereon this order is subject to the standard terms and conditions of the State of Oregon

 Director/Division Chair Signature

 Director/Division Chair Printed Name

 Date