



# PURCHASE ORDER WORKSHEET

## Portland State University

Let Knowledge Serve The City

Department of Biology  
Attn: Laura Carmichael  
PO Box 751  
Portland, OR 97207

P.O. #  
DATE:

Contact:  
Quote from:

### VENDOR

SHIP TO Department of Biology  
Attn:  
1719 SW 10th Ave. Room 246  
Portland, OR 97201

FOB CODE		SHIPPING TERMS		DELIVERY DATE
<input type="checkbox"/> Ship point	<input type="checkbox"/> Other: __	<input type="checkbox"/> Net 30	<input type="checkbox"/> Other: __	

INDEX #	CATALOG #	DESCRIPTION	QUANTITY	U/M	UNIT PRICE	TOTAL

<u>Equipment:</u>	Serial Number:	Subtotal
	Location:	Shipping Cost
	Date Received:	Total

- Please send a copy of your invoice.
- Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Please notify us immediately if you are unable to ship as specified.
- Send all correspondence to:  
Attn: Laura Carmichael  
PO Box 751  
Portland, OR 97207  
Phone 503-725-9516      Email: lkcarmic@pdx.edu

### Expenditure Account Code:

- 20102 - General Operating Supplies
- 20103 - Laboratory Supplies
- 20200 - Minor Equipment
- 20201 - Computer (non-capital equipment)
- 20202 - Software
- 20203 - Printers (non-capital equipment)
- Other -

Authorized by

Date