THIS IS NOT A PURCHASE ORDER

P.0 _____

PURCHASE REQUISITION NUMBER

SEE INSTRUCTIONS ON REVERSE

PAYEE CODE

SUGGESTED VENDOR:

PLEASE DO NOT WRITE IN BOX BELOW

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 _____

SHIP TO:

UNM Valencia Campus
280 La Entrada Rd
Los Lunas, NM 87031
ATTN:

ORG NO 10720 DATE _____
DEPT. NAME _____
USER CONTACT _____ EXT _____
DATE WANTED _____

☐ BLANKET ORDER
EFFECTIVE DATES _____ TO _____

ACCOUNT 1	% 100	$	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