

Company Name: _____

PO #: _____

Address: _____

Date Requested: _____

City: _____ State: _____ Zip: _____

Project: _____

Fax #: _____

Requested By: _____

Telephone #: _____

Advisor/PI: _____

Contact (if needed): _____

Funding: _____

Qty	Part #	Description of Goods	Unit Price	Amount
SUBTOTAL				
ESTIMATED SHIPPING (type & amount)				
NDSU's Sales Tax Exempt Certificate #E-5411, NDSU's TIN 45-6002439			TOTAL	

Advisor/PI Approval: _____

: To be ordered by: _____

Date Ordered: _____

: Student pick up: _____

An approved budget form must be on file in the ME Office prior to any purchase.
This form must be filled out completely and handed in to the ME Office before any item is bought or ordered.
Without this form and a budget on file, you do not have proper authorization to purchase items for any project.

Office Use Only Below

Date		
	Invoice #	
	Voucher ID	
	Entered	
	Posted	
	Class (ME...)	
	Computer	
	Lab (Room #)	
	OH (Initials)	
	Research (PI)	
	Shop	
	Sr. Design	

Vendor ID #: _____

Our Customer #: _____

Department 2490			
Acct.	Fund	Project	Amount

I/We acknowledge receipt of the above stated goods and/or services and request that payment is made in the amount and manner indicated.

Approved for Payment: _____ Date: _____