

PRE-ORDER FORM

Department of Computer Science
 NDSU Dept. 2455, PO Box 6050
 (QBB 258B1) Fargo, ND 58108-6050

PURCHASE ORDER # (office use only)

NDSU's **Sales Tax Exempt Certificate #E-5411**,
 NDSU's **TIN 45-6002439**

Please fill out, save, and email form to appropriate person.

Date Requested

Requested By

Name of Advisor/P.I.

Company Name and Phone Number

Address and/or Website

Item Name	Item Description	Color	Size	Qty	Unit Price	Total Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Price of Order

Grant/Funding

OFFICE USE ONLY

ACCOUNT	FUND	DEPARTMENT	PROJECT	PROGRAM CODE	PERCENTAGE	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Ordered by _____ Date _____

Approved for Payment by _____ Date _____

Administrator Approval by _____ Date _____

Grant or Indirect/Start-Ups **must be preapproved by PI or Advisor**. All other funding requests **must be approved by department chair** before any items are ordered/purchased by the computer science department.