

Pre-Order Form

Updated May 2019

PO #: _____

Company Name: _____

Date Requested: _____

Address: _____

Requested By: _____

City: _____ State: _____ Zip: _____

Advisor/PI: _____

Phone: _____ Fax: _____

Project/Class: _____

Email: _____

Project #: _____

Company Contact: _____

Fund #: _____

| Rcv'd | Qty | Part # | Description of Item | Price/unit | Amount |
|--|-----|--------|---------------------|--------------|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| SUBTOTAL | | | | | |
| ESTIMATED SHIPPING | | | | | |
| 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 IME Office prior to any purchase.
 This form must be filled out completely and handed in to the IME 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 Ordered | |
| Encumbered | |
| | |
| Invoice Rec'd | |
| Invoice # | |
| Voucher ID/JPM | |
| Date & Initials | |

| Department 2485 | | | |
|-----------------|-------|---------|--------|
| Account | 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: _____