# NDSU
**ACCOUNTING**
DIVISION OF FINANCE AND ADMINISTRATION

# Small Purchase Order - Under $10k
Questions about this form? Please call 701-231-7432

## Purchase Information

Date of request: _____

Requester/Purchaser Name: _____

**Purchase Order Number:** _____

Tax Exempt ID E-5411          PO Reference Number Generator

_____   _____   _____
PI/Supervisor Signature          Business Center Signature          Business Center Signature

Please select on of the following options:

○ Already Ordered/Purchased -  Select payment method, complete all sections, route to Business Center with receipt or order documentation.
  ○ Invoice will be sent; order information attached
  ○ House charge; receipt attached
○ Request Accounting Service Center Place Order -  Complete all sections, route to student's Supervisor/PI and Business Center for signatures

## Vendor Information

Company Name: _____

Contact Person: _____

Telephone: _____     Email: _____

## Shipping Information

Department: _____

Contact Person: _____

Telephone: _____     Email: _____

Street Address: _____

City: _____     State: _____     Zip: _____

## Billing Information

Company Name: _____

Address: _____     City: _____     State: _____     Zip: _____

Email: _____

## Order Details  Enter all items. Include funding information for each item, if different. Attach pages if needed.

☐ Received
☐ Invoiced

| Qty | Catalog/Part # | Description | Unit Price | Total Amount | Inventory Tag # (if needed) |
|---|---|---|---|---|---|
| **NDSU Funding** | Amount $ | Account | Fund | Dept | Program | Project |
| | Amount $ | Account | Fund | Dept | Program | Project |

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**Attachments:**