# Purchase Order (‘PO’)

**Ship to:**
1371 E 13th Ave, 120 Willamette Hall, Eugene, OR 97403-1274

**Bill to:** Physics Accounting, 1274 University of Oregon, Eugene, OR 97403-1274

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Account Code</th>
<th>Fiscal Year</th>
<th>PO Date</th>
<th>Inventory #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor/Vendor</td>
<td>Index</td>
<td>Req Number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Shipping Instructions:**
F.O.B. University

**Delivery Required By:**

<table>
<thead>
<tr>
<th>Item No</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
</table>

**For Department Use:**

Name of PI or Program Director:

__________ (Initials required for orders over $500)

**PO Total**

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**By providing goods or services under this PO, Contractor/Vendor agrees to the terms and conditions contained in this PO and the University Standard Terms and Conditions found at [http://pcs.uoregon.edu/content/forms](http://pcs.uoregon.edu/content/forms). If checked the following insurance requirements apply:**
- Commercial General Liability Required
- Commercial Automobile Liability Required

**By providing goods or services under this Purchase Order, Contractor/Vendor agrees to the terms and conditions of the contract referenced above and by that reference incorporated into this Contract.**

Unless otherwise noted on the face of this PO, Contractor/Vendor shall invoice University only upon completion of this order. Prepay all transportation charges unless otherwise stated. If transportation is billed as a separate item, receipted freight bill must accompany invoice. University of Oregon is not subject to federal excise tax.

**Approved by:**
- Amanda Clinton, Grants Coordinator 541-346-4846
- Anthony Fichera, Business Manager 541-346-4768
- Jani Scallion, Accounts Payable 541-346-5208
- Janis Lenox, Grants Coordinator 541-346-4750

**Purchase Order Signature Approval:**

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