



UNIVERSITY  
OF OREGON

# Purchase Order ('PO')

**PURCHASE ORDER NUMBER**

Show This Number on All Papers & Packages Pertaining to This Order

Ship to: ATTN: \_\_\_\_\_, 541-346-\_\_\_\_\_, \_\_\_\_\_ @uoregon.edu  
1371 E 13th Ave, 120 Willamette Hall, Eugene, OR 97403-1274

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

Commodity Code	Account Code	Fiscal Year	PO Date	Inventory #
Contractor/ Vendor			Index	Req Number

Shipping Instructions: F.O.B. University  
Delivery Required By:

Item No	Description	Quantity	Unit	Unit Price	Extended Price
<p>For Department Use:</p> <p>Name of PI or Program Director: _____</p> <p>_____ (Initials required for orders over \$500)</p>					
<b>PO Total</b>					

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>. 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:	Phone Ext.	Purchase Order Signature Approval:	Date:
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		