# **Texas A&M University**

College of Science

Department of Biology

**PURCHASE ORDER**

Date: Date required:\_\_\_\_\_\_\_ Research\_\_x \_\_\_

Admin?\_\_\_ Teaching?\_ Course\_\_\_

Purchaser: PO

Vendor Name:

Quote:

Phone Fax Must this be a sole source?\_\_

If yes, attach sole source justification form.

Do you require a review of the bids if other than suggested vendor is low bid?\_\_\_\_

If NOT to be sent through Purchasing Services circle one and explain:

Emergency- Unanticipated Need

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| --- | --- | --- | --- | --- | --- |
| Catalog# | Description | Quantity | Unit | Unit Price | Extension |
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Shipping Instructions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shipping & Handling

Total:

Billing Address: Shipping Address:

Texas A&M University Texas A&M University

Butler Hall room 100H BSBE

ATTN: Account Payable Anita Luna 3258 TAMU

TAMU College Station, Texas 7784 College Station, Texas 77843

Signature: