

PURCHASE REQUISITION/ORDER



**FAIRLEIGH
DICKINSON
UNIVERSITY**

PURCHASING DEPARTMENT
1000 RIVER ROAD, T-PB1-01
TEANECK, NEW JERSEY 07666
201-692-2050
purchaseorder@fdu.edu

PAGE _____ OF _____

**NOT VALID WITHOUT
PURCHASE ORDER NO.**

SHOW THIS NUMBER ON ALL
PACKAGES, INVOICES,
CORRESPONDENCE, ETC.

SHIP TO:

1

DEPT. NAME
ADDRESS
MAIL CODE PHONE# ()
2 Requisitioner's email address (required)

S
U
P
P
L
I
E
R

3 FULL NAME & ADDRESS OF VENDOR
4 Vendors' email address (required)

SUPPLIER NUMBER

8

SAME AS SHIP TO SEE INSTRUCTIONS IN DESCRIPTION

INVOICING INSTRUCTIONS TO SUPPLIER

THIS ORDER IS SUBJECT TO THE TERMS AND CONDITIONS ON THIS PAGE AND THE PURCHASE ORDER GENERAL TERMS AND CONDITIONS WHICH CAN BE FOUND AT: <http://fdu.edu/potermis>; BUYER'S ACCEPTANCE OF SAME SHALL BE DEMONSTRATED BY ITS FULL OR PARTIAL PERFORMANCE HEREUNDER.

TERMS DATE

QUANTITY UNIT OF ISSUE DESCRIPTION UNIT PRICE EXTENDED PRICE

9

10 COMPLETE DESCRIPTION DETAILING
GOODS AND SERVICES

11 \$

12 \$

*MUST INCLUDE PROPER DOCUMENTATION
(QUOTES, PROPOSALS, CONTRACTS)

TOTAL
AMOUNT

13 \$

* WE ARE EXEMPT FROM NJ STATE SALES TAX. CERTIFICATE NO. E221-494-434/001

* UNLESS OTHERWISE SPECIFIED PRICES ARE F.O.B. DESTINATION.

Requisitioned by 14 NAME Date

Approved by (Print Name) 15 MUST PRINT

Signature 16 PROPER SIGNATURE Date

Approved by (Print Name)

Signature Date

Revised: 2/2018

*** ORDER NOT VALID UNLESS SIGNED BELOW
FOR FAIRLEIGH DICKINSON UNIVERSITY BY
DIRECTOR OF PURCHASING**

SIGNED: