

# PURCHASE REQUISITION/ORDER



**FAIRLEIGH  
DICKINSON  
UNIVERSITY**

**PURCHASING DEPARTMENT**  
1000 RIVER ROAD, T-PB1-01  
TEANECK, NEW JERSEY 07666  
201-692-2050

**NOT VALID WITHOUT  
PURCHASE ORDER NO.**

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

PAGE

OF

SHIP  
TO:

**1** DEPT. NAME  
ADDRESS  
MAIL CODE PHONE# ( )

**2** MUST ENTER EMAIL ADDRESS

S  
U  
P  
P  
L  
I  
E  
R

**3** FULL NAME & ADDRESS OF VENDOR

**4** MUST ENTER EMAIL ADDRESS

SUPPLIER NUMBER

**INVOICING INSTRUCTIONS TO SUPPLIER**

**11** ☒ SAME AS SHIP TO ☐ SEE INSTRUCTIONS IN DESCRIPTION

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://fd�.edu/potermis>; BUYER'S ACCEPTANCE OF SAME SHALL BE  
DEMONSTRATED BY ITS FULL OR PARTIAL PERFORMANCE HEREUNDER.

QUANTITY	UNIT OF ISSUE	DESCRIPTION	TERMS	DATE
<b>13</b> QUANTITY	<b>14</b> UNIT	<b>15</b> COMPLETE DESCRIPTION DETAILING GOODS AND SERVICES	<b>16</b> UNIT PRICE	<b>17</b> EXTENDED PRICE
MUST INCLUDE PROPER DOCUMENTATION (QUOTES, PROPOSALS AND CONTRACTS)			TOTAL AMOUNT	<b>18</b> TOTAL AMOUNT

\* 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 **19** NAME \_\_\_\_\_ Date \_\_\_\_\_

Approved by (Print Name) **20** MUST PRINT \_\_\_\_\_

Signature **21** PROPER SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Approved by (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised: 11/2021

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

SIGNED: