

UNIVERSITY OF HAWAII CAMPUS DATE PURCHASE ORDER No. PB 39032

NOTICE TO VENDORS

TIME IS OF THE ESSENCE AND THIS ORDER IS CONTINGENT UPON YOUR ACCEPTANCE OF THE SPECIFIED TERMS AND CONDITIONS AND YOUR ABILITY TO MEET THE BELOW STATED DELIVERY DATE; OTHERWISE THIS PURCHASE ORDER IS VOID. DELIVER ADDRESS, PURCHASE ORDER NUMBER, AND REQUISITIONER MUST APPEAR ON ALL PACKAGES, INVOICES AND SHIPPING NOTICES. FEDERAL FUNDS APPLY: YES NO THIS ORDER IS SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE. IF YES, THE ATTACHED FEDERAL PROVISIONS SHALL ALSO APPLY.

DELIVER TO: (ALL TRANSPORTATION CHARGES MUST BE PREPAID F.O.B. DESTINATION) VENDOR:	REQUISITIONER REQUISITIONER'S TEL. NO <hr/> DELIVER ON/BEFORE DELIVER PREPAID VIA <hr/> CONTRACT/PRICE LIST/QUOTATION NO. DISCOUNT TERMS <hr/> BILLING ADDRESS – SEND ONE ORIGINAL AND TWO COPIES OF INVOICE TO:
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ITEM NO.	QUANTITY		DESCRIPTION UNIT PRICES ARE E (ESTIMATED) OR F (FIRM)	OBJECT CODE	E / F	UNIT PRICE	AMOUNT
	ORD.	REC.					
SAMPLE							

I AUTHORIZE ISSUANCE OF THIS ORDER AND CERTIFY THAT THIS PURCHASE IS IN ACCORDANCE WITH APPLICABLE LAW AND UNIVERSITY POLICY.	TOTAL ➔
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_____ TYPED NAME

_____ MAILING ADDRESS _____ PHONE NO. _____ BY PURCHASING OFFICER SIGNATURE _____ DATE

PB 39032

FOR UNIVERSITY USE ONLY

I CERTIFY THAT THIS PURCHASE SUPPORTS THE UNIVERSITY PROGRAM INDICATED IN THE ACCOUNT CODE BLOCK	I CERTIFY THAT SUFFICIENT FUNDS ARE AVAILABLE IN THIS ACCOUNT FOR THIS PURCHASE AND THAT THIS PURCHASE IS IN ACCORDANCE WITH APPLICABLE UNIVERSITY POLICIES AND PROCEDURES.
_____ APPROVING AUTHORITY _____ TITLE	_____ FISCAL OFFICER (If Fiscal Officer is same as Purchasing Officer ✓ Box <input type="checkbox"/>) _____ F.O. CODE NO.

EQUIPMENT TO BE LOCATED (BLDG. & RM): FEDERALLY OWNED EQUIPMENT OR INCORPORATED INTO EXISTING EQUIPMENT: DECAL NO. OR P.O. NO. IF DECAL NOT ISSUED

ACCOUNT CODE	OBJECT	AMOUNT	VENDOR CODE
FEDERAL TAX IDENTIFICATION NO.			

RETAIN THIS FORM UNTIL THE ORDER IS COMPLETE: FOR PARTIAL DELIVERIES MARK ITEMS RECEIVED AND FORWARD A PHOTOCOPY IMMEDIATELY TO THE DISBURSING OFFICE. AS CONTRACTUALLY AUTHORIZED, ALL MATERIALS, SUPPLIES AND INCIDENTALS HAVE BEEN RECEIVED IN GOOD ORDER AND CONDITION.

DATE RECEIVED	ITEM NO.	RECEIVED BY	INVOICE AND DELIVERY RECEIPT NOS / COMMENTS