



P-CARD



Purchase Order

ORDER FORM

Center for Integrated Science & Engineering (CISE)

Main Number: 212-854-3265 Fax: 212-854-1909

Please check one:

Regular Order

Emergency Order

(6100) For permanent equipment

(6200) For minor equipment

(6300) For components of permanent equipment, **MUST** provide:

Equipment Name: _____

University Tag No: _____

*NOTE: *Emergency orders must be received in this office before 2pm to be processed that day.*

Date: _____

Vendor Name: _____

ATTN: _____ SBA? NO

Address: _____

City: _____ State: _____

Zip Code: _____

Phone: _____ Fax: _____

SHIP TO (check one)

CISE 530 West 120th St Rm 1001

Chem Receiving 3000 Broadway

Mudd 500 West 120th St Rm: _____

Dept Name: _____

ATTN: _____

Item	Quantity	Part # & Description	Unit Price	Amount
1				
2				
3				
4				
5				
6				
			S&H:	
			TOTAL:	

OFFICE USE ONLY	Reference #		Dollar Amount	
	Reference #		Dollar Amount	
	Reference #		Dollar Amount	
	Reference #		Dollar Amount	

If you are using a government grant for billing and have NOT found an SBA associated vendor, please indicate why: N/A I Am Using an SBA Vendor

Other (please be specific): _____

Billing Information:

Department #: _____ Project Name: _____ Account #: _____ Subcode: _____

Ordered By: _____ Phone: _____ Fax: _____

Email: _____ Fax Order To: Vendor Orderer (Check One)

Approval Signature: _____ Date: _____

Print Name: _____