BALL STATE UNIVERSITY

BURRIS LABORATORY SCHOOL
DEPARTMENT PURCHASE ORDER
PHONE (317) 285-1131
FAX: (317) 285-8620

PURCHASE ORDER

PURCHASE ORDER NUMBER __-_____

FAX/ORDER DATE _____
EXPECTED DELIVERY DATE _____
Requested By: _____
Account No. _____

VENDOR*		SHIP TO	Ball State University Burris Laboratory School 2201 W University Ave Muncie, IN 47306

(*MUST INCLUDE VENDOR'S COMPLETE ADDRESS, PHONE #, AND FAX NO.)

QTY	AMOUNT	UNIT	ITEM NO. AND DESCRIPTION	TOTAL

TOTAL	

_____ _____
Signature of Requestor Date

BELOW FOR OFFICE USE ONLY

_____ _____ Purchased Authorized by _____
Signature of Financial Coordinator Date
(indicates sufficient funds in account)