

# DEPARTMENTAL PURCHASE ORDER

## VM: Surgical and Radiological Sciences Department

ALL ORDERS MUST HAVE ACCT # AND PI'S SIGNATURE BEFORE ORDER IS PLACED

**Charge Acct #:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**PI Approval:** \_\_\_\_\_

**Acct Mngt Approval:** \_\_\_\_\_

Vendor Information
Vendor: _____
Phone: _____
Fax: _____
Address: _____
Vendor Acct # _____

For Office Use Only
<b>Purchase Order # 3VVSR-</b>
<b>DaFIS Doc #</b> _____
<b>Reference #</b> _____
<b>Purchasing Card: YES</b> ___ <b>NO</b> ___
<b>Processed By: Call</b> ___ <b>Fax</b> ___ <b>Web</b> ___
<b>Confirmation #:</b> _____
<b>Recv'd Date:</b> _____
<b>Ordered Date:</b> _____
<b>Est. Deliv. Date:</b> _____

**When Needed?**    **Urgent (2 days)** \_\_\_\_\_ **Priority (1 week)** \_\_\_\_\_ **Routine (2 weeks)** \_\_\_\_\_

**Back Order Okay?**    **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Ship To:** VM: Surgical and Radiological

**Attn:** \_\_\_\_\_

2112 Tupper Hall  
Davis, CA 95616-5270

Bill to: VM: Surgical and Radiological Sciences  
University of California, Davis  
2112 Tupper Hall  
Davis, CA 95616-5270

Qty	Unit	Description	Catalog #	Unit Price	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Sub-Total	
Sales Tax	
Shipping	
<b>Total</b>	

- \* Departmental purchasing limited to \$4,999 per day per vendor (includes tax and shipping)
- \* Orders over \$4,999 are processed through the Purchasing Department
- \* All orders will take at most a two week turn around