

Purchase Order – This template can be copied and pasted in your email for submitting a **Purchase Order** request. Scan and attach any supporting documentation with subject line containing the words **PURCHASE ORDER**. Be sure image is legible.

Department:

Ship to Address (include Rm#/Bldg#):

Phone #:

Vendor Name:

Vendor Address:

Vendor Phone#:

Vendor Contact Name:

Project or fund for payment:

Faculty Name, if applicable:

Description of Service(s) to be provided:

Part/Catalog#:

Quantity:

*Total Amount: \$

*If amount is over \$5K, UF Purchasing requires a second quote; if over \$25K, three quotes will be required. Please attach the quotes in PDF format to your email.

If over \$75K, please contact the SSC for assistance.