DEPARTMENTAL PURCHASE ORDER
MONTANA STATE UNIVERSITY- BOZEMAN

Applicable Standard Terms and Conditions are available at www.montana.edu/wwwbu/purchasing/currentbids.html or (406)994-3211

SUPPLIER:
Name:
Address:
City:
State:
Zip:

TELEPHONE #:
FAX #:
EMAIL:

BILLING ADDRESS, SEND ALL INVOICES AND/OR LETTERS TO:
Name:
Address:
City:
State:
Zip:

TELEPHONE #:
FAX #:

DATE OF ORDER DATE REQUIRED SHIP VIA

F.O.B. DESTINATION TERMS: NET 30 DAYS

SUPPLIER INSTRUCTIONS:
1. Goods, services and terms other than specified in this order must not be substituted without MSU authorization. All material is subject to final inspection and acceptance by MSU and may be returned for refund if found defective.
2. Enclose packing slip with each shipment.
3. Mail two copies of invoice for each shipment to the department indicated, Montana State University-Bozeman. Invoice each shipment separately.
4. Delivery F.O.B. Destination unless otherwise specified. If freight is added to invoice, show as separate item.

REQUESTOR INSTRUCTIONS:
1. Complete all areas by typing within gray fields. Use Tab key to move from field to field.
2. Number DPO starting with Org#
3. Indicate complete and accurate shipping and billing addresses. Show Zip Code Number.
4. Print off and sign two copies. Send one copy to Supplier and retain one copy.
5. Do not exceed current authorized purchasing limits.

REQUESTOR:
Index # (s):

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Catalog Number</th>
<th>Quantity Required</th>
<th>Unit of Measure</th>
<th>Unit Price</th>
<th>Extension</th>
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TOTAL

Not to exceed current authorized purchasing limits.

Signature: Date: 

Typed Name: Title: