

Purchase Order Form

IMPORTANT INSTRUCTIONS:

- Obtain approval via email or by signature on this form, BEFORE submitting PO request.
- For Standing POs, get a new PO# every semester.
- For purchases used in fabricated equip. from Marketplace, indicate "FAB" in the "Requisition Name" field (still include PI & PO#).
- For purchases from Marketplace paid from cost sharing funds, indicate "C/S" along with the grant # in the "Requisition Name" field (still include PI & PO#).
- Make sure the company knows where to send the invoice, and if you receive the invoice be sure to send it to the CBE bookkeeper. Failure to do this may result in late payments to the suppliers.**
- For NON Marketplace orders, email CBEinvoices@ncsu.edu after the order is received in total, and it is ok to pay. MUST include the PO# in the subject line of this email.**

Date: _____ PO# _____

Supplier*: _____

Marketplace Order*: ☐ Yes ☐ No

Is this for use in Fabricated Equipment?* ☐ Yes ☐ No

Standing PO*: ☐ Yes ☐ No

Cost Sharing*: ☐ Yes ☐ No If YES what is the grant number? _____

Pay Terms: **Net 30 days**

Item or Services Being Requested	Quantity	Price Per item	Total

Total Order Amount*: _____ Project ID#*: _____

Include Shipping (Do Not Exceed \$4,500)

Person Requesting PO#: _____

Authorized Signature: _____

Printed Name of Authorized Person: _____

SHIPPING ADDRESS:

North Carolina State University
Chemical & Biomolecular Engineering
911 Partners Way
EB1, Room 2-009
Raleigh, NC 27606

BILLING ADDRESS:

North Carolina State University
Attn: CBE Bookkeeper
911 Partners Way
EB1, Campus Box 7905
Raleigh, NC 27695-7905

***REQUIRED Fields**

*****Invoices may also be emailed to CBEinvoices@ncsu.edu**