



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 |
|----------------------------------|----------|----------------|-------|
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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