

Purchase Order

Vendor Name/Address

Billing Address

Texas A&M Electrical & Computer Engineering
 Attn: Accounts Payable
 3128 TAMU
 College Station, Texas 77843-3128

- This purchase will be paid by:
- Aggie Buy/BAM
 - Direct Bill
 - Individual Reimbursement
 - Procard

Shipping Address

Texas A&M Electrical & Computer Engineering
 Attn: _____
 188 Bizzell St.
 WEB, Rm. 141A
 College Station, Texas 77843-3128

Purchase Order Number and Vendor Part Numbers (if specified) must appear on the packing slip and invoice.

P.O. Number	P.O. Date	Account Number	Buyer	Terms	Shipping Method

ITEM NUMBER	DESCRIPTION	QUANTITY	UNIT COST	EXTENDED COST

Please state the technical benefit of this purchase to the research:

Subtotal:	
Shipping Charges:	
Purchase Total:	

I certify that these costs were incurred to conduct research for TEES Project # _____ or consistent with donor intent for this gift account, and are properly chargeable to the research/gift account.

*** Requirement on all computer purchases**
All PO's for computer purchases (desk and laptop)
must be reviewed by appropriate IT manager prior
to purchase and check out of procurement card.
Signature below signifies this requirement has been met.

IT Manager

 SIGNATURE (Principal Investigator or Authorized Representative)