



Purchase Order ("PO")

**PURCHASE ORDER
NUMBER****[INSERT PO#]**Show This Number on All Papers and
Packages Pertaining to This Order**Ship to:** [INCOMING FACULTY NAME AND DELIVERY ADDRESS]**Bill to:** [MUST BE VALID UO ADDRESS]

Commodity Code [INSERT COMMODITY CODE]	Index [INSERT INDEX]	Account Code [INSERT ACCOUNT CODE]	Fiscal Year [INSERT FY]	Bid Number	Purchase Order Date [INSERT PO DATE]
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Contractor[FULL LEGAL NAME OF CONTRACTOR AND FULL BUSINESS ADDRESS]- SUCH AS WHEATON, UNITED, ETC]
[ADD BOOKING AGENT #]**Shipping Instructions**

F.O.B. Destination

Delivery Required By:

[INSERT DATE GOODS TO BE DELIVERED]

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
1	Moving of household goods for incoming faculty member, [] per estimated amount on Contractor's quote #[]. Contractor's quote #[] is noted for Contractor's internal reference purposes only and is not incorporated as part of this Contract. Packing/Loading Dates: [] Location: [] Delivery Date: [] Location: [] Total Purchase Order Not To Exceed: \$[] Balance will be the responsibility of incoming faculty member, [] ALTERNATIVE: PUT IN LANGUAGE WHEN USE EXISTING PRICE AGREEMENT. This Purchase Order is subject to the Contract terms and conditions in the Discounted Moving Agreement between University (formally known as The State Board of Higher Education acting by and through the University of Oregon) and [], effective date [].	1	Job	\$[]	\$[]
TOTAL NOT TO EXCEED					\$0.00

By providing goods or services under this PO, Contractor agrees to the terms and conditions contained in this PO and the Purchase Order Standard Terms and Conditions found at <http://pcs.uoregon.edu/content/forms>. If checked the following insurance requirements apply: Commercial General Liability Required; Commercial Automobile Liability Required.

By providing goods or services under this PO, Contractor agrees to the terms and conditions of the contract referenced above and by that reference incorporated into this Contract

Unless otherwise noted on the face of this PO, Contractor shall invoice University only upon completion of this order. Prepay all transportation charges unless otherwise stated. If transportation is billed as a separate item, receipted freight bill must accompany invoice. University of Oregon is not subject to federal excise tax.

Prepared By:	Phone Ext.	Other Approvals:	Phone Ext.
Funds Authorized By:	Phone Ext.	Purchase Order Signature Approval:	Phone Ext.