



# The University of Georgia Foundation

## PURCHASE ORDER

PO # \_\_\_\_\_

Date \_\_\_\_\_

Vendor \_\_\_\_\_

Account Name \_\_\_\_\_

SSN/EIN \_\_\_\_\_

Account Number \_\_\_\_\_

Address \_\_\_\_\_

Quantity	Description	Unit Price	Amount

Submit Purchase Order along with three bids or justification for single source to: UGA External Affairs Office of Financial Services, Accounts Payable Dept., Milledge Centre, Room 195.

Subtotal

Shipping/Handling

Sales Tax   
(verify tax and adjust if needed)

Total

- \* A Tax Identification Number (SSN/EIN) is required for all payments.
- \* Vendor must reference Purchase Order Number on invoice.
- \* The UGA Foundation is not exempt from state sales tax. Applicable sales tax must be included herein and shown on invoice.

I affirm that the purchase requested above is a proper charge to the indicated Foundation account according to the terms of the governing fund agreement and follows the purchasing procedures of the Foundation.

### Requested By:

Name: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### Deliver To:

Name: \_\_\_\_\_

Campus Address \_\_\_\_\_

\_\_\_\_\_  
Requestor Approval (Sign & Date)

\_\_\_\_\_  
V.P./Dean Approval (Sign & Date)

\_\_\_\_\_  
UGA Foundation Approval (Sign & Date)