

MINI PURCHASE ORDER UNDER \$300⁰⁰

DIXIE STATE UNIVERSITY

225 South 700 East
St. George, Utah 84770
(435) 652-7613

PURCHASE ORDER NO. _____

V _____
E _____
N _____
D _____
O _____
R _____

S _____
H _____
I _____
P _____
T _____
O _____

Not to be used for items containing branding such as DSU logo(s), trademark(s) or verbiage.

DATE	NAME	DEPARTMENT				
Index Code 1:			%	\$	Index Code 2:	
						% \$
Index Code 3:			%	\$	Index Code 4:	
						% \$
THIS ORDER GOOD ONLY IF TOTAL AMOUNT IS NOT OVER THREE HUNDRED DOLLARS						
QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE		
PLEASE SEND INVOICE TO ACCOUNTS PAYABLE AT ABOVE ADDRESS FOR IMMEDIATE PAYMENT			TOTAL			

Sample

NOT VALID
IF MORE THAN \$300.00

- VENDOR INSTRUCTIONS:**
1. INSTRUCT ALL SHIPPERS TO LIST PURCHASE ORDER NUMBER ON ALL BILLS AND PACKAGES.
 2. YOUR INVOICE SHOULD ONLY INCLUDE ITEMS NOTED ON THIS ORDER. PLEASE LIST PURCHASE ORDER NUMBER ON INVOICE.
 3. PREPAY ALL TRANSPORTATION CHARGES AND INCLUDE THEM ON YOUR INVOICE IF THEY ARE CHARGEABLE. NO C.O.D.'S.
 4. TAX EXEMPT: DIXIE STATE UNIVERSITY IS A DIVISION OF STATE GOVERNMENT. OUR TAX EXEMPT NUMBER IS 12020247-002-STC.

SIGNATURE OF BUDGET ADMINISTRATOR _____
PRINT NAME _____

PURCHASING DIRECTOR Jackie Freeman