

Pre-Order Form

Updated September 2023

PO #: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Company Contact: _____

Date Requested: _____

Requested By: _____

Advisor/PI: _____

Class: _____

Funding: _____

Rcv'd	Qty	Part #	Description of Item	Price/unit	Amount
SUBTOTAL					
ESTIMATED SHIPPING					
NDSU's Sales Tax Exempt Certificate #E-5411, NDSU's TIN 45-6002439				TOTAL	

Advisor/PI Approval: _____

To be ordered by: _____ ASC Already ordered by: _____

An approved budget form must be on file in the IME Office prior to any purchase.
 This form must be filled out completely and handed in to the IME Office before any item is bought or ordered.
 Without this form and a budget on file, you do not have proper authorization to purchase items for any project.

Office Use Only Below

Date Ordered	
Encumbered	
Invoice Rec'd	
Invoice #	
Voucher ID/JPM	
Date & Initials	

Department 2485			
Account	Fund	Project	Amount

I acknowledge receipt of the PO for the above stated goods and/or services and request purchase is made in the amount and manner indicated.

Bus. Coord. Approval: _____ Date: _____