

PO #: _____

Shipping Address:
 NDSU Dept of Mechanical Engineering
 Dolve Hall 111
 1319 Centennial Blvd
 Fargo, ND 58102

Billing Address:
 North Dakota State University
 Department of Mechanical Engineering
 NDSU Dept. 2490, PO Box 6050
 Fargo, ND 58108-6050

Tel: 701.231.8671

Company Name: _____
 Address (or website): _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email: _____
 Company Contact: _____

Date Requested: _____
 Requested By: _____
 Advisor/PI: _____
 Proj Name: _____
 Project #: _____
 Fund #: _____

Qty	Part #	Description of Goods	Unit Price	Amount
Notes:			SUBTOTAL	
			(If known) ESTIMATED SHIPPING	
NDSU's Sales Tax Exempt Certificate #E-5411, NDSU's TIN 45-6002439			TOTAL	

Advisor/PI Approval: _____

To be ordered by Accounting Service Center
 To be picked up by: _____

An approved budget form must be on file in the ME Office prior to any purchase.
 This form must be filled out completely and handed in to the ME 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		Department 2490			
Encumbered		Account	Fund	Project	Amount
Invoice Date		I/We acknowledge receipt of the above stated goods and/or services and request that payment is made in the amount and manner indicated.			
Invoice Rec'd					
Invoice #					
Voucher ID/JPM					
Date & Initials					

Approved for Payment: _____ Date: _____