

PURCHASE ORDER

Check if Blanket PO

Vendor Name:		Date:	P.O. No:
Vendor Address:		Ship to: Purchaser name /dept/tel:	
Tel No:	Fax No:	G.L. No:	

Qty	Unit	Description	Unit price	Extended price

Please send invoice to:

Adriana Smith
Accounts Payable
Thomas Jefferson School of Law
701 B Street - Suite 110
San Diego, CA 92101

Merch. Total	
Sales Tax	
Shipping & handling	
P.O. Total	

Requested by / date / tel	Approved by / date / tel	G.L.No Budget amount as of prior month:
		G.L.No Annual Budget Amount:
Department Head approval / date	Finance approval by / date	
CFO approval / date	President Approval / date	