

PURCHASE REQUISITION/ORDER



FAIRLEIGH
DICKINSON
UNIVERSITY

**PURCHASING DEPARTMENT
1000 RIVER ROAD, T-PB1-01
TEANECK, NEW JERSEY 07666
201-692-2050**

NOT VALID WITHOUT THIS

PAGE

OF

PURCHASE ORDER NO.

**SHOW THIS NUMBER ON ALL PACKAGES,
INVOICES, CORRESPONDENCE, ETC.**

SHIP
TO:**FAIRLEIGH DICKINSON UNIVERSITY**

SUPPLIER

SUPPLIER NUMBER

IMPORTANT INSTRUCTIONS TO SUPPLIER

SUBMIT ALL INVOICES IN TRIPLICATE TO:

9

SAME AS SHIP TO

5

ACCOUNTS PAYABLE DEPARTMENT
1000 RIVER ROAD/FIELD HOUSE T-FH2-02
TEANECK, NJ 07666
TELEPHONE 201-692-2009

9

SEE INSTRUCTIONS IN DESCRIPTION AREA

IMPORTANT-SELLER'S ACCEPTANCE OF THE TERMS AND CONDITIONS ON THIS FACE AND REVERSE SIDE, INCLUDING THE OBLIGATION TO PROVIDE BUYER WITH CURRENT, VALID CERTIFICATE OF INSURANCE (SEE SECTION 8.b OF THE REVERSE SIDE) SHALL BE DEMONSTRATED BY ITS FULL OR PARTIAL PERFORMANCE HEREUNDER.

[illegible]

NOTICE TO SUPPLIER: * ORDER SUBJECT TO THE TERMS AND CONDITIONS ON THIS FACE AND REVERSE SIDE

* WHEN INDICATED SEND MATERIAL SAFETY DATA SHEET TO THE SHIP TO ADDRESS

* WE ARE EXEMPT FROM NJ STATE TAX. CERTIFICATE NO. E221-494-434/001

* UNLESS OTHERWISE SPECIFIED PRICES ARE F.O.B. DESTINATION

Requisitioned by _____ Date _____

Approved by (Print Name) _____

Signature _____ Date _____

Approved by (Print Name) _____

Signature _____ Date _____

*** ORDER NOT VALID UNLESS SIGNED BELOW
FOR FAIRLEIGH DICKINSON UNIVERSITY**

SIGNED: _____

DIRECTOR OF PURCHASING