_____
Date

Oklahoma Baptist University

500 West University
Shawnee, Oklahoma 74804
405.585.5130 • 405.585.5179 fax

PURCHASE ORDER NO.

_____
MUST APPEAR ON ALL INVOICES AND PACKING SLIPS.

TAX EXEMPT NO. 564934

PURCHASE ORDER

Vendor:

_____
_____
_____
_____

DELIVERIES TO:

☐ OKLAHOMA BAPTIST UNIVERSITY
500 W. UNIVERSITY
SHAWNEE, OK 74804

TRUCK DELIVERIES TO:

☐ c/o FACILITIES SERVICES
2001 N. AIRPORT ROAD
SHAWNEE, OK 74804

INVOICE showing P.O. number should be emailed to Accounts Payable ap@okbu.edu

QUANTITY	UNIT OF MEASURE	DESCRIPTION OF ARTICLES	UNIT PRICE	TOTAL

Please confirm receipt of this PURCHASE ORDER and provide date goods will be shipped. Advise us immediately if any part of the order cannot be filled.

OKLAHOMA BAPTIST UNIVERSITY

By _____
PURCHASING AGENT

OFFICE USE ONLY

Approved _____
BUDGET DIRECTOR / SPONSOR

Signed _____
REQUESTOR

Approved _____
EC MEMBER

ACCOUNT NUMBER(S)

_____
_____

DEPARTMENT NAME(S)

_____
_____

SENDING OPTIONS

☐ EMAIL _____

☐ OTHER _____