### PURCHASE ORDER REQUEST

**DAFIS DOCUMENT #: 01-**

**FOR OFFICE USE ONLY**

<table>
<thead>
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<th>PO #</th>
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Phone in ____________________ by ____________________

Priced by ____________________

Order Ref.# ____________________

Ship Date ____________________

**Ship Via:** ____________________

Est. Del. Date ____________________

**Check if Control Substance** □

**Check if you will pick up merchandise** □

Requested by ____________________ **ID #** ____________________

**Check if radioactive** □

**RUA #** ____________________

Phone # ____________________ **Date** ____________________

**You will receive a copy of this form as your acknowledgement**

**Please return your PACKING SLIPS to the Business Office.**

**SECURITY REVIEW REQUIRED FOR ALL TECHNOLOGY ORDERS**

Check this box if order contains any software, computers or devices (smartphones, printers, tablets, USB flash drives, etc), hosted services, or requires a network connection. This includes orders for lab equipment with quotes including a computer and/or software, hosted services, or any devices requiring network connection. If yes, then before processing this order will be reviewed by Food Chain IT to make sure all systems and devices are capable of compliance with the UC-wide IS-3 security policy.

**PLEASE USE INK AND PRINT LEGIBLY**

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<th>QTY</th>
<th>UNIT</th>
<th>CATALOG NO.</th>
<th>MSDS</th>
<th>DESCRIPTION</th>
<th>B. O.</th>
<th>COST</th>
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Subtotal

Discount/ Fees

Tax

Freight

TOTAL

Updated December 2, 2020