



TEXAS A&M UNIVERSITY
College of Architecture
Purchase Order Form

Purchase Order #

Vendor _____

Date _____

Address _____

Account Name _____

City, State, Zip _____

Account Number _____

Phone/ Fax _____

Estimated Total Expenditures _____

I certify the items purchased will be used only for legitimate University business purposes or authorized incidental personal use (not for consulting or other personal gain).

I approve this expenditure of funds from the above account.

Signature of person placing order/ printed name.

Director, Dept. Head, or Account Admin.

Part #	Clear Description	Quantity	Unit Price	Extension

***Benefit to TAMU & Proposed Use:**

*Orders for all equipment including computers and accessories must be processed by the Business Office.

Billing Address:

Texas A&M University
College of Architecture
Business Office
3137 TAMU
Langford Bldg. A, Room 206
College Station, TX 77843-3137

Shipping Address:

Texas A&M University
College of Architecture
3137 TAMU
Langford Bldg. A, Room 122
College Station, TX 77843-3137

Phone: (979) 845-7941, Fax: (979) 458-3953