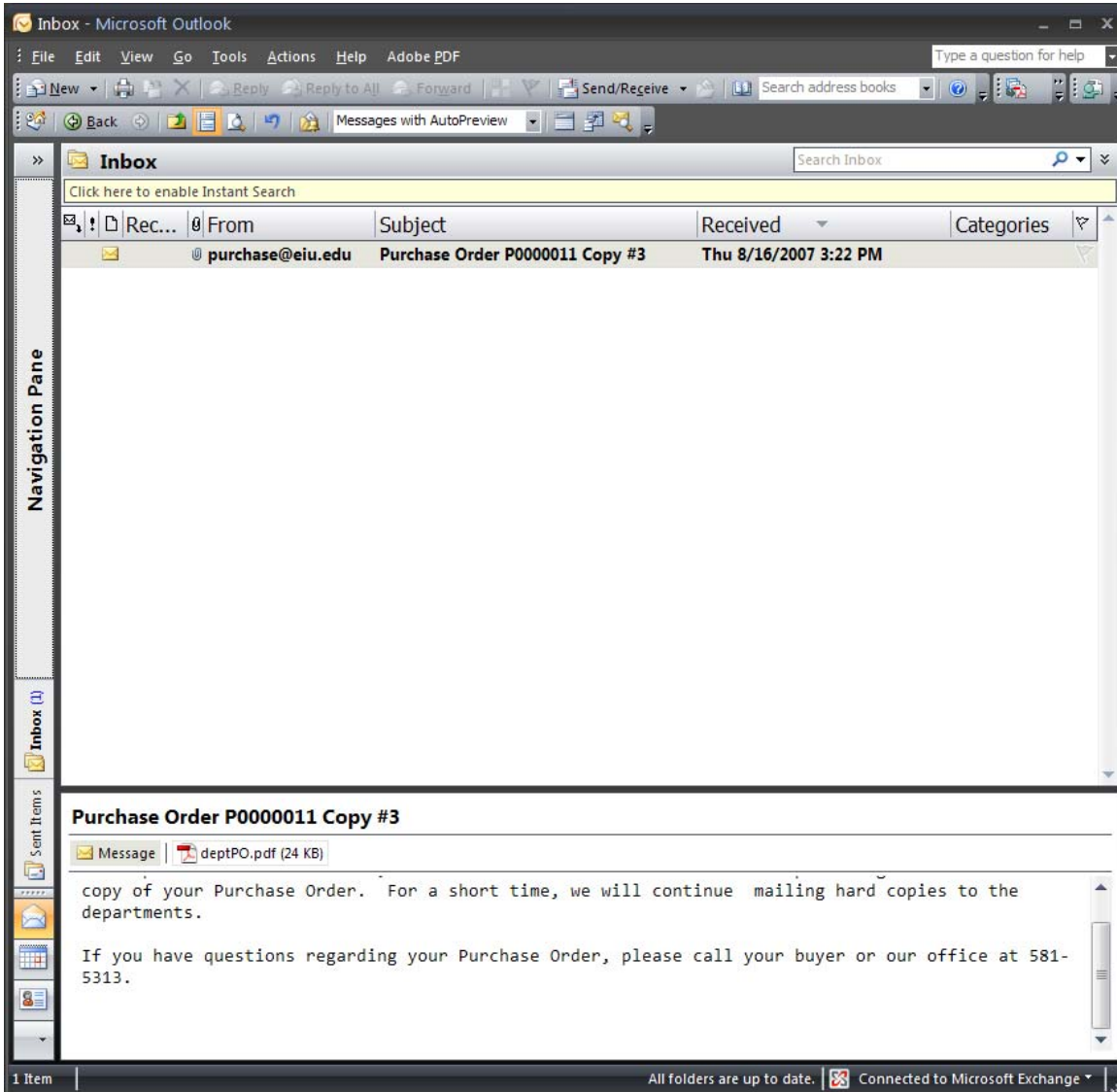


Purchase Orders and Requisitions Emailed from Department of Procurement, Disbursements and Contract Services

The incoming message will appear similar to the message below. These messages will show the sender (From:) is purchase @eiu.edu



The email will arrive with either a REQUISITION number or a PURCHASE ORDER number as an Adobe PDF attachment. **The email SUBJECT line will display Purchase Order or Requisition.** The PDF allows you the flexibility to print, save and archive or delete the purchase order as your office needs dictate.

deptPO.pdf (SECURED) - Adobe Acrobat Professional


File Edit View Document Comments Forms Tools Advanced Window Help

Create PDF Combine Files Export Forms

OK Edit Layout Distribute

1 / 1 63.4%

Find



Board of Trustees of
Eastern Illinois University
 Department of Procurement, Disbursements and Contract Services
 1135 Old Main, 600 Lincoln Avenue, Charleston, IL 61920-3099
 PH: 217-581-5313 FX: 217-581-6015
www.eiu.edu/purchase

VENDOR:
 Eastern Illinois University
 Bookstore
 600 Lincoln Ave
 Charleston IL 61920

Page 1

PURCHASE ORDER

PO Number:	P0000011
Issue Date:	08/16/07
Delivery Date:	08/16/07

By acceptance of this order, Vendor acknowledges and agrees to abide by the Certifications/Conditions set forth here or previously and in further detail on the University's website <http://www.eiu.edu/purchase>.

<p>REFERENCE PO NUMBER AND SEND BILLING INVOICE TO:</p> <p>Eastern Illinois University Accounts Payable 1135 Old Main 600 Lincoln Ave. Charleston, IL 61920-3099</p>	<p>SHIP TO:</p> <p>Eastern Illinois University Central Receiving University Drive & Hayes Charleston IL 61920 ATTN: 1135 Old Main</p>
<p>BUYER</p> <p>Kay McElwee 217 581-7268</p>	<p>TERMS</p>

DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1 Computer	5.00 EA	15.9500	79.75

The University approves and pays invoices pursuant to The Illinois State Prompt Payment Act (30 ILCS 540)	FOB EIU UNLESS OTHERWISE STATED	TOTAL: 79.75
---	--	---------------------

VENDOR INFORMATION:
 ID: E12094017
 Phone:
 Fax:

FOAPAL:
 110020-131200-71415 Bennett, Monty R \$79.75

DEPARTMENT COPY