DATE:

MAIL INVOICES TO: **ACCOUNTS PAYABLE**
DAVIS & ELKINS COLLEGE, 100 CAMPUS DR.
ELKINS, WV 26241-3996
Phone: 304.637.1900

PURCHASE ORDER NO.

PREPAY ALL FREIGHT

Vendor No.

TO:

SHIP TO:

Please enter our order for goods listed below and notify us immediately if you are unable to ship complete order by date required.

CATALOG NO. OR REF.	DESCRIPTION OF ARTICLE	QUANTITY	UNIT PRICE	TOTAL
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00

INFORMATION FOR PURCHASER ONLY

DEPARTMENT

ACCOUNT NO.	AMOUNT 0
ACCOUNT NO.	AMOUNT
ACCOUNT NO.	AMOUNT

DATE RECEIVED	RECEIVED BY	**PURCHASE ORDER**

REQUESTED BY (signature)	DEPT. APPROVAL (signature)	BUSINESS OFFICE APPROVAL	FAXED: Yes No

Purchase Order approval by the Business Office is required prior to placing the order.