Associated Students

PURCHASE ORDER REQUEST

San Diego State University | 619-594-6555

Complete all information and forward to the A.S. Office,
Conrad Prebys Aztec Student Union, Suite 320

PLEASE PRINT ALL INFORMATION LEGIBLY OR TYPE OR FILL OUT ONLINE

Suggested Vendor (see reverse for alternate)

Name	
Address	
City/State/Zip	
Quoted By	Quoted Price
Phone	Fax
Delivery Date	E-mail

Alternate Vendor (see reverse side)

Name	
Address	
City/State/Zip	
Quoted By	Quoted Price
Phone	Delivery Date

For questions about this order contact:

Name	
Phone	
E-mail	
Account Name	
Acct # - Object Code	$
Acct # - Object Code	$
Acct # - Object Code	$

☐ Contract, Quote, or Order to be sent with P.O.

☐ Fax ☐ E-mail ☐ Copy Requester

Alternate Vendor (see reverse side)

Name	
Address	
City/State/Zip	
Quoted By	Quoted Price
Phone	Delivery Date

Quantity	Description — Please Print All Information Legibly or Type	Unit Price	Total
	Please Note: For this form to automatically calculate the total amounts, a minimum of "1" must be entered in the Quantity column and a dollar amount must be entered in the Unit Price column. *Credits and Discounts must be entered as a negative number (i.e., -25.00).		
1			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
		Subtotal	0.00
		Credit / Discount*	
		Est. Shipping	
		Tax	
		TOTAL	0.00

Delivery Location (if different than Conrad Prebys Aztec Student Union)
Attn:

9/15

Signature of Account Adviser _____ Campus Ext. _____ Date _____