Baltimore Research And Education Foundation

Purchase order for supplies or services

PURCHASE ORDER# _____

Requesting Lab: _____ Today's Date: _____

Requester's Name: _____ _____ Date required: _____

Deliver to: _____ Overnight _____
2-Day _____
Ground _____

P.I. or designee signature: _____

Research related: _____ Educational related: _____

If order is not obviously research or educational related please supply documentation to justify the order.

Quote#: _____ BREF contact: Jennifer Alisea (410) 605-7000, ext. 6500 Fax: (410) 605-7906

Purchase Order Details

Stock number	***ProductlService Description***	***Qty***	***Unit Size***	***Unit Cost***	***Amount***
	Shipping & Handling				
				Total	

fax order to 410 605-7906 attn. Jennifer

Vendor: Contact:

Address: City/State:

Phone: Fax:

Office use

Placed By:_____

Order Date:_____

PO Faxed_____ PO internet_____

Conf.#_____ PO called in_____

Est. Delivery:_____