

Limited Purchase Order (This order is not valid if exceeds \$9,999.99)



L.P.O. Number:

L.P.O. Date:

Terms:

The University of Tennessee
 111 Administration Bldg
 Martin, TN
 38238

Phone: 731-881-7815
 Fax: 731-881-7829

Vendor Information:

Vendor:

Address:

State/Province:

Zip/Postal Code:

Phone:

Fax:

Contact Name:

Contact Email:

VENDOR MUST INCLUDE PURCHASE
 ORDER NUMBER ON ALL INVOICES,
 PACKING AND CORRESPONDENCE.

Department Information:

Department:

Delivery Address:

State/Province:

Zip/Postal Code:

Phone:

Contact Name:

Contact Email:

Item	Description	Quantity	Unit Price	Amount
			Sub-total	
			Grand Total	

Comments:

Approved By:

Account Name:

Account Number: