Purchase Order Data Entry Layout (4)

Requestor	Bldg. & Rm.	Deliver to	Bldg/ Rm.	Notify	Extension

Approved By	Account no.	Amount of P.O.	seller code	Stat. Code	seller name

Authorization $10,000 ☐ $50,000 ☐ Over ☐ SB BB

Buyer CODE	PO Number	Req. date / Date needed	

Cost not to Exceed	Req #	Terms

Lawrence Berkeley National Laboratory
Purchase Requisition

Seller:

Street:

City: State:

seller phone

placed Date Contact

Date Material Rec.	Packing List No.

Date of Inspection	Receival & Inspection Certified By

Carrier	Delivery Reciept No.

HAZARD

C Chemical
R Radiological
B Biological
L Laser
M Microwave
X X-ray
S. Service Cont.
O Other

Promised Delivery To Carrier

Ship By	Ship From	F.O.B.

ITEM NO.	ITEM, SPECIFICATIONS, CATALOG REFERENCE	QUA.	UNIT PRICE	TOTAL PRICE	QUAN ACC AS

Prime Authorized Sigs

Sub Authorized Sigs

Supervisor

SUBMIT

Brief Description:

total price sum