WALDORF UNIVERSITY

PURCHASE ORDER

SHIP TO

_____

(DEPT)

106 S. 6 Street • Forest City, Iowa • 50436
Phone: 641.585.2450

Send duplicate invoice to: BUSINESS OFFICE, at above address

Date _____

PO# _____

Please reference PO# on your invoice

TO: •

•

•

Date: _____

Acct # to be charged: _____

Ship Via: _____

Date Required: _____

REC'ING RECORD	QUANTITY ORDERED	CATALOG NUMBER	DESCRIPTION	UNIT PRICE	**TOTAL PRICE**

****Waldorf University is a non-profit entity.****

Requested by	Approved Dept./Budget Officer	Council Approval ($500 & over)	Bsn Ofc Approval