

FSU Research Foundation, Inc. (FSURF)

Instructions for Completing Purchase Order

- (1) PAPER STOCK – Print purchase order on letterhead of ordering department.
- (2) VENDOR NAME AND ADDRESS – must be completed for each order.
- (3) SHIP ONLY ADDRESS – must be completed for each order.
 - Specify the exact address/location (street/building/room number) where you want the merchandise delivered -- **DO NOT** indicate that delivery is to be made to FSU Central Receiving, nor to the Research Foundation.
- (4) P.O. DATE – must be completed for each order.
 - Self explanatory
- (5) PURCHASE ORDER # - must be completed for each order.
 - The form/format is preprinted with the letters “RF”, signifying Research Foundation. **“RF” is REQUIRED on all orders.**
 - **The next nine numeric digits are REQUIRED.** Indicate the nine-digit FSURF project number to which the purchase is to be charged. To help ensure the account number is easily recognizable, please place a dash (-) between the 1st and 2nd digits as well as 5th and 6th digits of the account number (Example: x-xxxx-xxxx).
 - **OPTIONAL suffixes.** Sufficient space is provided for the ordering department to extend the required 9-digit number by adding to the end alpha-numeric characters for the purpose of uniquely identifying the order. Suggestions are as follows: department name abbreviation; PI’s initials; a sequentially assigned number indicating the count of orders for the account/project number; any desired combination thereof.
- (6) CUSTOMER ACCOUNT # - optional
 - Indicate the account number your department has been assigned by the vendor; this number should appear on invoices from previous orders. It could be helpful in ensuring that the order will be processed in a timely manner. However, it could be a disadvantage if the desired shipping and billing information for the current order is not identical to previous orders/billings. Therefore, if shipping/billing information for the current order is not identical to the shipping/billing information from which the customer account number is obtained, do not indicate the customer account number on the Purchase Order.
- (7) F.O.B. - required
 - Preprinted as “DESTINATION” -- please do not change.
- (8) TERMS - required
 - Preprinted as “Net 30 Days” -- please do not change.
- (9) ITEM # - optional
 - Number items sequentially. An item or line number could be a helpful reference when order consists of several lines.
- (10) DESCRIPTION - must be completed for each order.
 - Describe and/or indicate the catalog/part number of item ordered -- vendor usually requires certain minimum information.

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(11) QUANTITY - required

- Indicate the quantity/number of units for each item.

(12) UNIT PRICE – required unless ordering only one unit of an item

- Self explanatory

(13) TOTAL - required

- “TOTAL” equals unit price multiplied by the quantity ordered, or price of item if only one unit is ordered. Block with “\$-mark” at bottom of “TOTAL” column represents total value/cost of entire order.

(14) INVOICE ONLY ADDRESS - required

- Specify the address to which the invoice/bill for the merchandise ordered is to be sent -- this would usually be the campus address of the fiscal administrator of the project from which the order is to be paid. **DO NOT** indicate the invoice/bill is to be sent to FSU Accounts Payable, or to the Research Foundation.

(15) SIGNATURE AND OTHER INFORMATION IN BOTTOM RIGHT CORNER

- Self explanatory