



# WKU FOUNDATION

Your Gifts. WKU's Future.

## PURCHASE ORDER TIPS

This is the only WKU Foundation form **not** located on-line. We keep track of the Purchase Order number, which is located on the upper right hand corner. They are located in our office in Craig Alumni Center Rm 200.

**\*\* Be sure to reference the Purchase Order number on the Expense Voucher when the invoice arrives to be paid.**

The white copy of the Purchase Order goes to the vendor  
The Yellow copy is for the department  
The Pink copy is for the WKU Foundation.

**\*\* Please send the Pink copy of the Purchase Order to us as soon as order has been placed.**

Pre-Assigned #



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### PURCHASE ORDER

1906 College Heights Blvd.  
WKU Box 8094  
Bowling Green, KY 42101-1041  
Phone: 270-745-3105  
Fax: 270-745-5323

Vendor Name:  <b>VENDOR NAME</b>	Ship To: (Department Name & Address)  <b>This is for the Department's Name and address (where the product will be shipped.) Please include the department 3-digit shipping code too!</b>
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Date	Requested By & Phone No.	Tax Exemption No.	WKU Foundation Account Number
		<b>D-18260</b>	

Quantity	Units	Description	Unit Price	Total

*Please refer to the above*  
\* *Questions pertaining to order should be directed to person who requested the order. Any other questions should be directed to the WKU Foundation.*

Subtotal	
Shipping	
Balance Due	

White – Vendor      Yellow – Department      Pink – WKU Foundation

Notice to Vendor  
Tax-Exempt Certificate  
Available Upon Request

I CERTIFY FUNDS ARE AVAILABLE TO PAY FOR PURCHASES ORDERED

X **Account Administrator's Signature**

AUTHORIZED WKU FOUNDATION ACCOUNT ADMINISTRATOR