MICHIGAN STATE UNIVERSITY

UNIVERSITY STORES NON-STOCK ORDER FORM

PHONE NUMBER: 517-884-6241

FAX NUMBER: 517-355-4484

Location to leave material and obtain signature	Building No.	Building Name	Room No.

Dept. No.	Department Name	Account No.

Contact Person	Email	Phone No.	Date

PURCHASE ORDER NUMBER

Ship To:

Both the purchase order number and the release number are to be shown on all lables, packing slips, and invoices.

MICHIGAN STATE UNIVERSITY
UNIVERSITY STORES
133 SERVICE ROAD
EAST LANSING, MI 48824-1234

☐ PICK-UP ☐ DELIVERY

Suggested Source:

Required Routing:

☐ Normal Vendor Routing
☐ *Next Day Delivery
☐ *Second Day Delivery

*There may be an extra shipping charge added to any Next Day or Second Day delivery.

Ordered by Stores, Via: Fax: [ ] Phone: [ ] Web: [ ] On: _____/_____/_____

Stores Authorization.

Quantity Ordered	Quantity Received	Catalog/Part Number	DESCRIPTION	Unit Price

TOTAL $0.00

PACKING SLIP #	PRO #	WEIGHT	DATE RECEIVED
			UPS #
VENDOR #		COL	CERT #
			INS #
CTNS			REG #
			SPECIAL DEL
DRIVER	REC'D BY (FULL SIGNATURE)	DATE	PARCEL POST
			AIR