



Check if Blanket PO

**PURCHASE ORDER**

<b>Vendor Name:</b>		<b>Date:</b>	<b>P.O. No:</b>
<b>Vendor Address:</b>		<b>Ship to: Purchaser name /dept/tel:</b>	
<b>Tel No:</b>	<b>Fax No:</b>	<b>G.L. No:</b>	

Qty	Unit	Description	Unit price	Extended price

**Please send invoice to:**  
  
**Lynette Metra**  
**Accounts Payable**  
**Thomas Jefferson School of Law**  
**1155 Island Avenue**  
**San Diego, CA 92101**

<b>Merch. Total</b>	
<b>Sales Tax</b>	
<b>Shipping &amp; handling</b>	
<b>P.O. Total</b>	

<b>Requested by / date / tel</b>	<b>Approved by / date / tel</b>	<b>G.L.No Budget amount as of prior month:</b>
		<b>G.L.No Annual Budget Amount:</b>
<b>Department Head approval / date</b>		<b>Finance approval by / date</b>
<b>CFO approval / date</b>		<b>Dean Approval / date</b>