

# NEW MEXICO STATE UNIVERSITY BIOLOGY DEPARTMENT

**Ship To:**  
 NEW MEXICO STATE UNIVERSITY  
 BIOLOGY DEPT., MSC 3AF  
 FOSTER HALL, RM 120  
 1200 S. HORSESHOE DR.  
 P.O. BOX 30001  
 LAS CRUCES, NM 88003  
 PHONE: 575-646-3915  
 FAX: 575-646-5665

REQUISITION NUMBER:

PURCHASE ORDER NUMBER:

<b>VENDORS NAME AND ADDRESS</b>	<b>STOREROOM USE ONLY</b>	<b>REMIT INVOICES TO:</b> NEW MEXICO STATE UNIVERSITY FINANCIAL OPERATIONS MSC 3FO P.O. BOX 30001 LAS CRUCES, NM 88003 PHONE: 575-646-1189 FAX: 575-646-1077
	VENDORS REP:	
	REFERENCE:	
	EXPECTED DELIVERY DATE:	

Vendors Phone number: \_\_\_\_\_ Vendors Fax number: \_\_\_\_\_

Called in by: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Today's Date	Ordered by	For Dr.	INDEX NUMBER	CLASS NUMBER	Dated Needed

**PURPOSE OF ITEMS:**

Date Received	QTY	UNIT SIZE	Catalog #	Description	Unit Price	Total (storeroom use)
					<b>Subtotal</b>	
					<b>Shipping/handling</b>	
					<b>TOTAL</b>	

\_\_\_\_\_  
 Authorized Signature – PI

\_\_\_\_\_  
 DEPT Head Signature

White copy – storeroom      yellow copy – Accounting      pink copy - professor