

**NORTHWESTERN OKLAHOMA STATE UNIVERSITY**  
**709 Oklahoma Boulevard, Alva, Oklahoma 73717**  
**Purchase Requisition**

**PLEASE TYPE**

**Vendor:** \_\_\_\_\_

Fund	Agency	Account No.
	<b>505</b>	
P. O. No.	Department Account No.	

**Ship to:** \_\_\_\_\_

(Individual or Department to Receive Order)

**Bill to:** Northwestern Oklahoma State University  
 Business Office  
 709 Oklahoma Boulevard  
 Alva, OK 73717-2799

Budget Administrator \_\_\_\_\_

Dean (if applicable) \_\_\_\_\_

*Please Furnish The Following Items:*

Item No.	Quantity	Unit	Description	Unit Price	Amount
<b>VENDOR MUST SUPPLY F.E.I. OR S.S. NUMBERS ON INVOICE</b>					
Unless Otherwise Indicated, Prepay Freight and Add to Invoice				Prices Exclusive of Federal And State Tax	<b>TOTAL</b>

**IMPORTANT INSTRUCTIONS TO VENDORS**

**Northwestern Oklahoma State University**

Purchase order number must appear on each invoice, package, delivery ticket, and on all correspondence pertaining to this order. Promptly on delivery, Vendor should also submit invoices **in triplicate** to Business Office, Northwestern Oklahoma State University, Alva, Oklahoma. Any questions concerning this order should be directed to the Business Office.

The above purchase order is issued in conformity with your quotation on our invitation to Bid No. \_\_\_\_\_, and constitutes a contract.

\_\_\_\_\_  
 (President or Executive Vice President)

Date \_\_\_\_\_

This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, physical or mental disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries concerning the application of these programs should be made to the Dean of Student Affairs and Enrollment Management, Northwestern Oklahoma State University, Alva, OK 73717, (580) 327-8415, or the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, Mo. 64114, (816) 268-0550.