

STANFORD UNIVERSITY
Rapid Purchase Order (RPO)
 Not valid if Total more than \$2,500 (including tax)

PO NUMBER: 21367000

PO DATE: 14-APR-2008

PO STATUS: OPEN

DESCRIPTION: Office supplies for department

SUPPLIER	BILL TO	SHIP TO
243248 SAMPLE VENDOR FOR TESTING 123 ANYWHERE STREET CREATED FOR TESTING ONLY YOURTOWN, CA 94125. US	See Instruction A below	SOCIOLOGY ELAINE NONAME Stanford Univ 340 BONAIR SIDING 101 Stanford , CA 94305

REQUESTER	DELIVERY DATE	FOB	TERMS
Gillis, Trinka . Work #: (650) 723-0699. Email: tgillis@stanford.edu	19-APR-08	Destination	NET 30

RPO Line Details

No.	ITEM DESCRIPTION	QTY.	UNIT	UNIT PRICE	EXT. PRICE
1	MM12345 Red Spiral Notebook	1	EACH	1.00	1.00
				SUB-TOTAL	1.00
				SALES TAX	0.08
				TOTAL	1.08

INSTRUCTIONS	INSTRUCTIONS
<p>A. Invoices: In duplicate. Separate invoices for each Purchase Order. Show P.O. number on all documents. Mail to Stanford University, P.O. Box 20410, Stanford, CA 94309-0410. If this order involves services and you are not a corporation, you must include your Tax ID Number on your invoice. For more information, call Accounts Payable at (650) 725-9100.</p> <p>B. Correspondence: Mail to the Ship To address shown above.</p>	<p>C. Transportation: Do not ship collect. Prepay and state freight separately on invoice. Show Purchase Order number on outside of each container.</p> <p>D. Late Shipment: Advise at once if order will not reach destination on time.</p> <p>E. Terms and Conditions: This Purchase Order is subject to standard terms and conditions of Stanford University which will be furnished upon request.</p>