



<b>INFORMATION TO BE SHOWN ON SHIPPING LABEL</b>	
<b>LOW VALUE PURCHASE ORDER</b>	<b>L 237352</b>
SHIP TO: <b>UNIVERSITY OF GUELPH</b>	
CAMPUS	
BLDG/RM #	
DEPT	
STREET	
CITY/PROV/PC	
<b>CANADA</b>	
ATTN	
PHONE/EXT	

TO: (SUPPLIER - NAME, ADDRESS, POSTAL CODE)

DATE ORDERED			DATE REQUIRED			SHIP VIA AND DECLARE FULL VALUE				F.O.B. U OF G F.O.B. SUPPLIER PREPAY & CHG. COLLECT				TERMS OF PAYMENT	
D.	M.	Y.	D.	M.	Y.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NET 30	
ITEM	QUANTITY	UNIT OF MEASURE, PART NO., CODE, DESCRIPTION ETC.										UNIT PRICE	AMOUNT		
<b>SAMPLE</b>															
														<b>NOT TO EXCEED \$3,000.00</b>	

PAYMENT BY CREDIT CARD: VISA										<b>SUB-TOTAL</b>												
CARD NO.:					EXPIRY DATE:																	
CARDHOLDER NAME:										CURRENCY												
ORDERED BY (DIRECT ALL INQUIRIES)										AUTHORIZED BY / CARDHOLDER SIGNATURE										<input type="checkbox"/> CAD	<input type="checkbox"/> USD	<input type="checkbox"/> GST
																				<input type="checkbox"/> EURO	<input type="checkbox"/> GBP	<input type="checkbox"/> NA
																				<b>TOTAL</b>		

ITEM	QTY.	3 - FUND (M)	6 - UNIT (M)	6 GRANT	6 - PROJECT	5 - OBJECT (M)	AMOUNT

UNIVERSITY OF GUELPH TERMS & CONDITIONS RELATING TO THIS PURCHASE ORDER CAN BE FOUND ON LINE AT:  
[http://www.fin.uoguelph.ca/departments/purchasing - services - search "Purchase Order Terms and Conditions"](http://www.fin.uoguelph.ca/departments/purchasing - services - search \)