AG-610

AgriLIFE RESEARCH
Texas A&M System
Blackland Research and Extension Center
720 E. Blackland Rd.
Temple, TX 76502
254-774-6000
FAX 254-774-6001

DOC NO:_____

Departmental Purchase Request

To: _____ **Order Date: _____**

Requested by:_____ **Account/Project #: _____**

Phone No.:_____ **Dept. Approved: _____**

	Description	Qty.	Unit	Est. Unit Price	Extension
	Shipping and Handling				
	TOTALS				

SHIP TO:

720 E. Blackland Rd.
Temple, TX 76502

Form: Phone Quote (per_____); Official Quote: Catalog Order_____; Other_____
HUB Vendor? ___Yes ___No If no, state reason and complete back of form:

(If this is a Hub purchase for under $5,000 no other quotes are required)

Send all correspondence to: FAX: 254-774-6001
Diane Taylor 254-774-6007 or Judy Cheatham 254-774-6011
Blackland Research Center
720 E. Blackland Rd.
Temple, TX 76502-9622

Suggested Source (Include Phone & Fax Numbers)

Company:_____ Contact:_____

Address:_____ Phone:_____

_____ Fax:_____

Information required on Purchase Orders (per the State Comptroller's Office 11/2003):

Vendor name
Date the order is placed with the vendor
Detailed description of items/services ordered (Include quantity & unit price of each item)
State whether freight or other charges are to be paid, and actual amount (if the actual amount is not known, state the estimated amount)