

**PSCU PURCHASE ORDER REQUISITION**  
**(PLEASE USE BLACK PEN)**

**Date:** \_\_\_\_\_

**Vendor name and address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone #** \_\_\_\_\_ **Fax#** \_\_\_\_\_

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

\_\_\_\_\_

**Phone #** \_\_\_\_\_ **Fax# (if p.o. is to be faxed to vendor)** \_\_\_\_\_

**Method of shipment** \_\_\_\_\_ **Delivery Required by** \_\_\_\_\_

**Direct inquiries of this order to:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

	Description	Quantity	Unit Price	Extension
1	_____			
2	_____			
3	_____			
4	_____			
5	_____			
6	_____			
7	_____			
8	_____			
9	_____			
10	_____			
11	_____			
12	_____			
13	_____			
14	_____			

**Tax** \_\_\_\_\_  
**Shipping** \_\_\_\_\_  
**Total** \_\_\_\_\_

\_\_\_\_\_  
**Project signature authority and Date and Project Number**

(If "Method of Shipment" and "Direct Inquiries of this Order to" information is missing, then order will be shipped by USPS and coordinator's name will be given to vendor.)

(If p.o. exceeds \$2500, then obtain 2 oral bids and one written with the lowest vendor.)

Fax (808) 956-4710 or e-mail Iris Kim ([iriskim@hawaii.edu](mailto:iriskim@hawaii.edu)) and Christian Tan ([tans@hawaii.edu](mailto:tans@hawaii.edu)) this completed form. If you have any questions, please call Iris Kim at 956-7453 or Christian Tan at 956-5353.