Purchase Orders

**BUSINESS OBJECTIVE:** The Procurement Department also known as Purchasing Office finalizes purchase orders thru an extensive due diligence and compliance process. The Procurement Department is the only university authority that will send a fully executed Purchase Order to the vendor and shall copy the requestor.

**NOTE**: Requestor or department personnel ***must not*** provide vendor with Purchaser Order number prior to the receipt of a fully executed Purchase Order from their Procurement Department.

**SAMPLE PURCHASE ORDER:**

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