



UC Davis Stores Purchase Order

All UC Davis Stores orders require your Chart String. You may use a GL Account **or** a PPM Account:

GL account (mandatory fields are Entity, Fund, Fin Dept and Purpose):

Entity (4) <i>*required</i>	Fund (5) <i>*required</i>	Fin Dept (7) <i>*required</i>	Purpose (2) <i>*required</i>	Program (3)	Project (10)	Activity (6)
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PPM account (all fields are mandatory):

PPM Project (10) <i>*required</i>	PPM Expenditure Org (7) <i>*required</i>	Task (6) <i>*required</i>
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Department _____

Address _____

Phone _____

Contact name _____

***Delivery** **Pick-up in-store**

Person picking up (please print) _____

Email _____

Signature _____

*Shipping and handling charges may apply.

Qty.	Item no.	Description	Unit Price	Line Total
			Subtotal	
			Tax	
			Total	

Fiscal Officer _____
Please print

Tax Exempt

Fiscal Officer _____ Date _____
Signature

No discounts on textbooks, computer products, campus produced, gift cards and other select items.
Visit ucdavisstores.com for purchase requirements and additional information.