



# UC Davis Stores Purchase Order

Recharge number: \_\_\_\_\_

Chart \_\_\_\_\_ Account \_\_\_\_\_ Sub Account \_\_\_\_\_ Project \_\_\_\_\_  
Required Required Optional Optional

Department \_\_\_\_\_

Address \_\_\_\_\_

Person picking up (print)

Phone \_\_\_\_\_ (Required)

Signature \_\_\_\_\_

Contact name \_\_\_\_\_ (Required)

Delivery  Pick-up in-store

Qty	Item no.	Description	Unit Price	Line Total

	<b>Subtotal</b>	
	<b>Tax</b>	
	<b>Total</b>	

Account Manager \_\_\_\_\_  
Print

**Tax Exempt**

Account Manager \_\_\_\_\_ Date \_\_\_\_\_  
Signature

No discounts on textbooks, computer products, campus produced, gift cards and other select items.  
 Visit [ucdavisstores.com](http://ucdavisstores.com) for purchase requirements and additional information.