

# McKENDREE UNIVERSITY

Phone 618-537-6802  
Fax 618-537-6960

701 College Road  
LEBANON, ILLINOIS 62254

McKendree College is an EEO/AA employer dedicated to enhancing the diversity of the college by actively seeking female and minority business contacts.

PURCHASE ORDER NUMBER

THE ABOVE PURCHASE ORDER NO. MUST APPEAR ON INVOICE, BILL OF LADING, PACKING LIST, AND ALL CORRESPONDENCE.

PURCHASE ORDER AUTHORIZED BY:  
*Sally Mayhew*, VP Admin & Finance

AS AN EDUCATIONAL INSTITUTION, MCKENDREE COLLEGE IS EXEMPT FROM ALL SALES TAXES.

**TAX EXEMPT #E9985-3590-04**

TODAY'S DATE	REQUESTED BY	Mck Contact - Phone #	SHIP VIA
<b>VENDOR</b> Name: _____			
<b>INFO</b> Attention: _____			
Address: _____			
City, ST: _____			
Phone #: _____			
Fax #: _____			

ITEM #	QUANTITY	ITEM #	Description	UNIT PRICE	AMOUNT
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
11					\$0.00
12					\$0.00
13					\$0.00
14					\$0.00
15					\$0.00
16					\$0.00
17					\$0.00
18					\$0.00
19					\$0.00
20					\$0.00
21					\$0.00
22					\$0.00
23					\$0.00
24					\$0.00
25					\$0.00
26					\$0.00
27					\$0.00
28					\$0.00
29					\$0.00
<b>TOTAL</b>					<b>\$0.00</b>

**Vendor Instructions:** - *BILLS ARE PAID 20 DAYS FOLLOWING DATE OF INVOICE.*  
- *PLEASE ACKNOWLEDGE THIS ORDER IMMEDIATELY & NOTIFY US IF UNABLE TO FILL.*

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McKendree College - OFFICE USE ONLY

<b>Please mark how the order is being placed</b>	Department/Account Code	Approved By:
- Ordering ourselves	xx-x-xxxx-xxx-xxxxx-x	
- Purchasing Dept to order		