



**TEXAS A&M UNIVERSITY**  
College of Architecture  
Purchase Order Form

**Purchase Order #**

\_\_\_\_\_

Vendor

Date

Address

Account Name

City, State, Zip

Account Number

Phone/ Fax

Estimated Total Expenditures

I certify the items purchased will be used only for legitimate University business purposes or authorized incidental personal use ( not for consulting or other personal gain ).

I approve this expenditure of funds from the above account.

\_\_\_\_\_  
Signature of person placing order/ printed name.

\_\_\_\_\_  
Director, Dept. Head, or Account Admin.

Part #	Clear Description	Quantity	Unit Price	Extension

**\*Benefit to TAMU & Proposed Use:**

\_\_\_\_\_  
\*Orders for all equipment including computers and accessories must be processed by the Business Office.

**Billing Address:**

Texas A&M University  
College of Architecture  
Business Office  
3137 TAMU  
Langford Bldg. A, Room 206  
College Station, TX 77843-3137

**Shipping Address:**

Texas A&M University  
College of Architecture  
3137 TAMU  
Langford Bldg. A, Room 122  
College Station, TX 77843-3137

Phone: (979) 845-7941, Fax: (979) 458-3953