

Rice University
Required Purchase Order Approval Form
Department of Mechanical Engineering and Materials Science

Today's Date:	_____
Student Name:	_____
Student Email:	_____
PI/Faculty Approval*	_____
Fund Number:	_____

Purchase orders must be approved by the faculty member in charge.

Please show the vendor's complete address.

Vendor Name _____

Vendor Website _____

Vendor Address _____

Phone _____ Fax _____

Attach a print out for the web address and product description from website, if necessary.

Quantity	Item/ Part #	Description	Price (each)
		Shipping, if known	
		TOTAL	