



TEXAS A & M UNIVERSITY
Departmental Internal Order Form

DEPT: _____

ORDER DATE: _____

ACCOUNT # _____

VENDOR: _____

SUPPORT ACCT # _____

PO # _____

ITEMS PURCHASED

Table with 6 columns: ITEM, QTY, UNIT, COST, EXT COST, OBJ CODE. Multiple empty rows for data entry.

FREIGHT INCLUDED: YES
NO

FREIGHT COST: _____

MEMBERSHIPS

Table with 6 columns: MEMBERSHIP TO:, IND, DEPT, FROM, TO, COST. Multiple empty rows for data entry.

- * Memberships must include the individuals or departments name in which the membership will be held.
* Department must state how the membership will benefit TAMU.
* Memberships can only be paid with state funds if you provide written documentation that you have checked the State of Texas ethics web site, a .
* If the price of the invoice is greater than the purchase order, TAMU will short pay the invoice.
* TAMU is an institution of higher learning and is tax exempt.

CREATED BY: _____ PHONE: _____ MS: _____

APPROVED BY: _____ PHONE: _____ MS: _____