Print Form

Wesley College
120 North State Street
Dover, Delaware 19901-3875
302.736.2400

PURCHASE ORDER NO. _____

DATE _____

IMPORTANT INSTRUCTIONS

Contact the Finance Office in writing or at 302.736.2357 if there are any questions regarding this order or if there will be more than a two week delay in shipping. All acknowledgements should be mailed to the Finance Office stating delivery terms.
All invoices and statements MUST be sent to the address indicated below. Any invoice or statement not addressed to the address below MAY NOT be honored by Wesley College and any resulting interest or finance carrying charge WILL NOT be honored.
Do not enclose invoice with shipment. Please ship subject to our 10-day review and approval.

This P.O. number must appear on all invoices, packages, shipping memos, bills of lading, express receipts, and all correspondence.

MAIL ALL INVOICES TO:

WESLEY COLLEGE
FINANCE OFFICE
120 N. STATE STREET
DOVER, DE 19901

VENDOR

SHIP TO

WESLEY COLLEGE
MAILROOM/RECEIVING
120 N. STATE STREET
DOVER, DE 19901-3875

TAX EXEMPT #51-0064335

CHARGE TO ACCOUNT NUMBER	QUANTITY	DESCRIPTION (INCLUDE CATALOG NUMBER)	UNIT COST	TOTAL COST
			SUBTOTAL	
			ADDITIONAL COSTS	
			TOTAL	

Originator – please make a copy and forward to the Finance Office for processing.

REQUESTED BY:	DEPARTMENT:	DIVISION CHAIR:
REQUISITION DATE:	DEPARTMENT HEAD OR ADVISOR	CABINET OFFICER: