

Attachment B: Standing PO Example

INSTITUTION NAME
Institution Address

Purchase Order No. _____

VENDOR: [Name of Rockefeller Scientific Resource Center]
The Rockefeller University
1230 York Avenue
New York, NY 10065-6399
(212)327-8000

Order Date:

Bill to: [your institution's accounts payable address]

Ship to: [if applicable: your institution's receiving address]

Quantity	Units	Description	Unit Price	Extended Price
1	EA	Standing order for specific Resource Center service/product [describe service/product, e.g., mass spec analysis]. Number or frequency for [date range not to exceed one year, e.g., 1 per month for next six months].	[\$amount]	[\$amount multiplied by frequency or number]

Approved by: _____
(Signature of authorized purchasing agent)