Clemson University
Math Sciences

Departmental Order Approval Form

Date:

Requested Vendor (if known)

Note: Shipping must be included in total price if applicable.

Freight/Shipping is FOB Clemson University.

Sales Tax or Use tax will be added as applicable.

Tax Rate %:	7.00%

DESCRIPTION AND PRICE OF ITEM(S) TO BE ORDERED

Item Requested	Qty	Part#	Description	Unit Price	Total Price
				Sub Total	

Items on State Contract		
Quote Attached		
Web Link		

Shipping	
Tax	
Total	

Special Instructions:

Person Making Request:	
Account(s) to be Charged:	

I hereby certify that the the funds are available from the budgeted account(s) listed above. I also certify that these expenses are in compliance with established policies and procedures of Clemson University and that they have not been (nor will not be) reimbursed in duplicate. I certify price is fair and reasonable.

Purchaser's Signature:	
Approver's Signature:	