NELSON UNIVERSITY

PURCHASE ORDER
ACCOUNTING OFFICE

DATE: **DEPARTMENT:**

VENDOR:

ADDRESS:

ACCOUNT **SUBACCOUNT** **TOTAL**

MUST INCLUDE A QUOTE OR ESTIMATE WITH PURCHASE ORDER

If multiple accounts/subaccounts are being used, please indicate on the quote what items get allocated to each account.

NEW PROCESS!

Send to Payablesprocessing@nelson.edu with ONLY this form and the quote attached. Please send any additional information you may have to Accountspayable@nelson.edu. All approvals will now be retrieved through our new Accounting software, Acumatica.