



## Purchase Order

- Complete both pages of the form.
- Email this completed form signed by the Principal Investigator to [VHANFLNFFREAdmin@va.gov](mailto:VHANFLNFFREAdmin@va.gov).

NOTE: Failure to obtain PI signature may delay your order.

Date:	Requestor:
IRB or Protocol Number (if applicable):	PI Name:
Study or Grant Title:	
If equipment is being requested, please provide the location of where it will be stored:	
If this purchase involves a laptop or other mobile device, please specify:	
Purpose/Intended Use of Purchase:	
Contact Name for Delivery:	Contact Number for Delivery:
<p>Delivery Address:</p>          <p>For purchases that are temperature sensitive, you must ensure that you or another member of your team is available to accept the package.</p> <p>For purchases that are not being delivered to the NFFRE Administrative office (E578-1), you must provide the packing slip upon receipt by emailing a scanned copy to <a href="mailto:Paige.Webb@va.gov">Paige. Webb@va.gov</a></p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>PI Signature</p> <p>By signing this form, I hereby attest that the funds being disbursed are for goods and/or services related specifically to the grant, contract, or other funding source associated with this account. I also acknowledge the items purchased are property of NFFRE and any transfer of equipment requires applicable approval.</p>

NFFRE Purchase Order Details

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Vendor	Item #	Product Description	Qty	Cost	Link

For Office Use Only	
Date Ordered:	Date Received:
<hr/> <p>Executive Director Signature</p>	