



Loma Linda Veterans Association for Research

PO Box 1280, Redlands, CA 92373-0421
909.583.6250; 909.801.5190 Fax
purchasing@llvare.org

Purchase Order Requisition

Purchase Order Requisitions may take up to one week to process

Date: _____ Authorized By: _____
Title: _____

Vendor Information	Project Information
Name	LLVARE Project
Address	P.I. Name
Phone	Department
Quote/Order Number	Order Requested By
New Vendor (Yes/No)	Requisition Number
	Radioactive Order (Yes/No)

Purchase Order Details

Shipping Information

Attn: _____ Ext: _____
Building/Room _____ Mail Code _____

Please Check one of the following Shipping Methods (if not checked orders will ship by Ground):

Ground 2-Day Overnight Rush

*** Computer Hardware and Software orders must have IT approval before ordering. Computer Hardware and Software orders are NON RETURNABLE.

***Returned Items are Subject to a Restocking Fee by Vendor.

LLVARE office use only:	
Purchasing:	Mileage Verified:
AP:	
Scanned:	Approved: