PO Request for Material Services Form

UVAFinance

Please email forms as indicated below.

PPADR forms to: RFMS-FM@virginia.edu **PPLOA forms to: RFMS-OHLD@virginia.edu**

REQUEST FOR MATERIALS/SERVICES

VENDOR		REQUESTER		DATE	
SALESMAN		PHONE		VENDOR ID#	
PHONE #	FAX #	CELL PHONE		P.O.#	
DELIVERY DATE		DATE REQUIRED		W.O.#/W.C.#	
FREIGHT: ☐ Included ☐ Prepay & Add		SUPERVISOR		P.T.A.O.	

BILL TO:
UNIVERSITY OF VIRGINIA
FACILITIES MANAGEMENT
ACCOUNTING OPERATIONS
P.O. BOX 400726
CHARLOTTESVILLE, VA 22904-4726

SHIP TO:

☒ PPADR
UNIVERSITY OF VIRGINIA
FACILITIES MANAGEMENT
MATERIALS DIVISION
575 ALDERMAN ROAD
CHARLOTTESVILLE, VA 22903

☐ PPLOA
UNIVERSITY OF VIRGINIA
OLD HOSPITAL LOADING DOCK
JEFFERSON PARK AVENUE
CHARLOTTESVILLE, VA 22908

COMMENTS:

DESCRIPTION (SIZE, MODEL #, COLOR, ETC.)	QUANTITY ORDERED	BACKORDER? (Y/N)	UNIT	UNIT PRICE	EXTENSION
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0

SUBMIT FOR EVERY MATERIAL/SERVICE REQUEST

TOTAL: