



UC San Diego

Policy & Procedure Manual

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PURCHASING

Section: 523-10.3 EXHIBIT A

Effective: 08/15/1984

Supersedes: 09/20/1976

Review Date: TBD

Issuance Date: 08/15/1984

Issuing Office: [Procurement & Contracts](#)

EXHIBIT A

<input checked="" type="checkbox"/> POR		<input type="checkbox"/> SUB-ORDER		<input type="checkbox"/> LVPO		SUGGESTED VENDOR	
REQUISITION DATE 7/15/82		REQUISITION NUMBER D 14055		ORDER IS NOT VALID IF TOTAL COST EXCEEDS \$100 (INCLUDING SALES TAX AND FREIGHT):			
DEPARTMENT Environmental Engineering		MAIL CODE Z-009		DEPARTMENT PHONE 9452		7740 Clairemont Mesa Blvd. San Diego, CA 92111	
DATE NEEDED See Below		COST NOT TO EXCEED (OPTIONAL)		SEND # OF COPY TO J. Doe Z-009		ACT. NO. FUND. SUB. OBJECT. P.C. AMOUNT	
DEPARTMENT AUTHORIZED SIGNATURE Jane Doe		DATE		UNIVERSITY OF CALIFORNIA NUMBER		6 XXXXXX 19900 3	
SIGNATURE		PHONE NO. 9452		TAX. EXEMPT OR? (TAXABLE) (RESALE EXEMPT 810105) (NON-TAXABLE)		ORDER NUMBER XXXXXXXX	
PURCHASE REQUISITION				VENDOR ORDER NUMBER IS TEN CHARACTERS AND MUST APPEAR ON ALL INVOICES, PACKING SLIPS, PACKAGES AND RELATED CORRESPONDENCE.			
UNIVERSITY OF CALIFORNIA, SAN DIEGO				UNIVERSITY OF CALIFORNIA, SAN DIEGO			
RECEIVING DEPARTMENT				3175 MIRAMAR ROAD, BLDG. 509			
LA JOLLA, CALIFORNIA 92093				LA JOLLA, CALIFORNIA 92093			
VENDOR NAME AND ADDRESS:				SHIP TO			
VENDOR NO. PRICE BY. FOB				ATTN: REQUESTOR BLDG. ROOM PHONE NO.			
SHIP BY. TERMS. CONFIRMING DATE				OTHER: Services to be performed at: Dept. of Environmental Engineering Room 1092, Bldg. 2A			
ATTN: Jane Doe 1092/2A 452-9452				REQUESTOR PHONE NO.			
INV. OBJ. CODE	ITEM NO.	QUANTITY/UNITS	DESCRIPTION	UNIT PRICE	TOTAL PRICE		
		40 Hours	Furnish temporary help services of Susan Smith, Executive Secretary, during the period 7/19/82 to 7/23/82, inclusive.				
DELIVERY DATE:						TAX TOTAL	
* DIRECT ALL QUESTIONS RELATING TO THIS ORDER TO THE PURCHASING DEPARTMENT, 0 026 THE UNIVERSITY OF CALIFORNIA, SAN DIEGO LA JOLLA, CALIFORNIA 92093						INQUIRIES TO TELEPHONE ()	
PURCHASING OFFICE INSTRUCTIONS		ACTION CODE		APPROVAL (TYPE-PRINT)		AUTHORIZED SIGNATURE	
SPECIAL CLAUSES		ACKNOWLEDGE		UNIVERSITY OF CALIFORNIA, SAN DIEGO		ACCOUNTING OFFICE (0 021) LA JOLLA, CALIFORNIA 92093	
ATTACHED APPENDICES		EXPEDITING CODE		BILL TO		PLEASE ITEMIZE ALL CHARGES SHOW CALIFORNIA SALES TAX PERMIT NUMBER WHEN BILLING CALIFORNIA TAX. MAIL INVOICE IN TRIPLICATE TO THE	
RETENTION PERIOD		FEDERAL FUNDS 10 yrs		OTHER FUNDS 5 yrs		CENTRAL PURCHASING OFFICE (0-026)	
FO-2135							