



## Electronic Purchase Order Request Form

Vendor Name: \_\_\_\_\_

Address Line #1: \_\_\_\_\_

Address Line #2: \_\_\_\_\_

Address Line #3: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip/ Postal Code: \_\_\_\_\_

Email Address for Receiving Purchase Orders \_\_\_\_\_

\*\* Note: You will no longer receive paper copies of purchase orders in the mail.\*\*

I \_\_\_\_\_, hereby certify that I am authorized to provide Ferris State University with an email address for the delivery of electronic purchase orders for the above named vendor.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

I understand that if the email address provided is no longer functioning, I will be responsible for notifying Ferris State University in advance. I will also provide them with a new email address for delivering electronic purchase orders.

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\*\*This form should be returned to the address listed below:

Purchasing Office  
 420 Oak ST, PRK 250  
 Big Rapids, MI 49307-2020

Phone: (231)591-2165  
 Fax: (231)591-2166

<b>Purchase Office Use</b>	
Vendor ID:	_____
Updated By:	_____

