INSTRUCTIONS: If you have any questions about a particular field, just hover the cursor over the field and an information box will pop up. You MUST check one of the three Visa boxes and you MUST check one of the three network boxes. If you check the "ORDERED ON MY VISA" box, you must enter the cardholder's name below that. Click the "PRINT" button at the bottom of the form to print your form.

ORDER FORM **Place a check beside one of the following.** **Be sure to complete all the information.**	**WILL NOT ACCEPT VISA** ☐ **PLEASE ORDER ON OFFICE VISA** ☐ **ORDERED ON MY VISA** ☐ **CARDHOLDER NAME:**
IF THIS IS A COMPUTER-RELATED PURCHASE, YOU MUST CHECK ONE OF THESE BOXES:	**VA Network** ☐ **OHSU Network** ☐ **Will not be on any network** ☐

Your Name: **Phone Number:**	**Date of Purchase:**	**Delivery Point & Phone:** **Attention:**
Vendor Name: **Street Address:** **City/State/Zip:** **Telephone:**		**Investigator:** **Account Number:** **GSA Pricing Available?** **YES** ☐ **NO** ☐ **GSA Contract Number:**

Catalog Number	Item Description	Qty	Unit of Purchase	Unit Price	Total Price
			EACH		
			EACH		
			EACH		
			EACH		
			EACH		
			EACH		
			EACH		
			EACH		
			EACH		
			EACH		
Estimated Shipping and/or Handling:					
Total Cost of Order:					

Print

Click the "Print" button to send this form to your printer.

Save

Click the "Save" button to save this form to your computer (only if you have the full version Adobe Acrobat).