### UNIVERSITY OF ALABAMA AT BIRMINGHAM
ACCOUNTS PAYABLE DEPARTMENT
660 ADMINISTRATION BUILDING
BIRMINGHAM, AL 35294-0106
(205) 934-4146
TAXPAYER IDENTIFICATION NO. (TIN) 63-6005396
UAB IS EXEMPT FROM ALABAMA SALES-USE TAXES

TO:

Vendor Name

Vendor's Remit To Address

□ Check here if vendor is minority or woman-owned

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**LIMITED PURCHASE ORDER**

**VENDOR NO.**

**TO BE COMPLETED BY VENDOR:**

<table>
<thead>
<tr>
<th>W.O. NO.</th>
<th>INVOICE NO.</th>
<th>INVOICE DATE</th>
<th>AMOUNT</th>
<th>DISCOUNT</th>
</tr>
</thead>
</table>

**ONLY ONE INVOICE PER LPO - DO NOT BACK ORDER**

**NOT VALID OVER $1,999.99 - NO SUBSTITUTED ITEMS**

See Reverse Side of This Form for Instructions

By accepting this form, the vendor agrees to comply with the instructions shown on the reverse side.

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**QUANTITY**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
</table>

**VOID - SAMPLE FORM**

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**TO BE COMPLETED BY DEPARTMENT:**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>OBJECT</th>
<th>%</th>
<th>ACCOUNTING</th>
</tr>
</thead>
</table>

**TOTAL**

---

**DELIVER MERCHANDISE TO:**

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>PHONE NO.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BLDG.</th>
<th>RM. NO.</th>
<th>REQUESTED BY</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>STREET ADDRESS</th>
<th>AUTHORIZED BY (Original Signature Required)</th>
<th>DATE</th>
</tr>
</thead>
</table>

**UAB IS EXEMPT FROM ALABAMA SALES-USE TAXES**

**ORIGINAL VENDOR MUST COMPLETE AREA BELOW, ATTACH THIS COPY TO ORIGINAL INVOICE, AND SUBMIT TO THE UAB ACCOUNTS PAYABLE DEPARTMENT FOR PAYMENT.**

**DISTRIBUTION OF COPIES:**

Part 1 (White) - Vendor must attach original invoice and submit to Accounts Payable Department
Part 2 (Canary) - Vendor’s Copy
Part 3 (Pink) - Department’s Copy

For Questions Concerning This Limited Purchase Order, Contact: