**LIMITED VALUE PURCHASE ORDER**

ARIZONA STATE UNIVERSITY

**DATE OF ORDER**: 01/02/98

**REQUESTED DELIVERY DATE**: 01/02/98

**DELIVERY INSTRUCTIONS**

**DEPARTMENT**: Purchasing & Business Services

**NAME**: Jane Doe

**PHONE**: 965-????

**BUILDING AND ROOM**: Ritter B101

**MAIL STATION NO**: ????

**VENDOR NUMBER**: 42896127 Q

**VENA**: X

**Not on VENA table**: 

**STAPLES OFFICE SUPPLY**

6912 E. Hampton

Mesa, AZ 85202

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<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
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<tr>
<td>1</td>
<td>lot</td>
<td></td>
<td>Office Supplies</td>
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Acceptance of this order includes acceptance of all conditions on face and back.

We are exempt from Federal Excise Tax. Our exemption number is AZ95813.

Out of state vendors charging Arizona State Sales Tax must have a Permit Number.

**Arizona State University is not responsible for any charges exceeding $500.00**

<table>
<thead>
<tr>
<th>AREA</th>
<th>ORG</th>
<th>SUB-ORG</th>
<th>OBJECT</th>
<th>SUB-OBJ</th>
<th>JOB NUMBER</th>
<th>REPORTING CATEGORY</th>
<th>DESCRIPTION</th>
<th>LVPO</th>
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<tbody>
<tr>
<td>AAA</td>
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**ACCOUNT INFORMATION**

This amount may not exceed $500

<table>
<thead>
<tr>
<th>SUB-TOTAL</th>
<th>TAX</th>
<th>SHIPPING</th>
<th>TOTAL AMOUNT</th>
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<tbody>
<tr>
<td>10 00</td>
<td>65</td>
<td>--</td>
<td>10 65</td>
</tr>
</tbody>
</table>

**APPROVALS**

This order is not valid without the authorized LVPO signature.

AUTHORIZED LVPO SIGNATURE: [Signature]

OTHER (AS REQUIRED BY UNIV. POLICY): Ray

DIRECTOR OF PURCHASING: [Signature]