Baltimore Research and Education Foundation

Order for Supplies or Services

Purchase Order # _____(office use)

Requesting Lab: Today's Date:

Requester's Name: Ext. Date Required:

Deliver to: Research Related? ☐ Educ. Related? ☐

Quote # P.I. or designee signature _____

BREF order contact: Shirley Rutledge (410) 605-7000, ext. 6504; Shirley.rutledge2@va.gov; Fax (410) 605-7906. Fax or email orders to Shirley.

Stock Number	Product/Service Description	Qty	Unit Size	Unit Cost	Amount

Vendor:

Vendor Contact:
Vendor Address:
City/State:
Vendor Phone:
Vendor Fax:

(office use):
Authorized _____

Order taken by _____

Date to ship _____

Date to arrive _____

Confirmation _____