

Dear Client:

To perform work for off-campus users, we need to have a hard copy of a purchase order in place. Please prepare a purchase order with the following information

- * PO Number
- * Description of work
- * Name of Client
- * Department
- * Company/University
- * Approximate \$ amount

and FAX it to Charles Nicolet at 530-754-9658. If you have any questions please contact me at cmnicolet@ucdavis.edu, or our financial specialist Debi Bifarella at debi@ucdavis.edu. Thank you!