

Purchase Order

Brigham Young University

BRIGHAM YOUNG UNIVERSITY
PURCHASING DEPT
ASB C-40
PROVO UT 84602-1116
United States

Supplier: 0000012080
ACCO USA*
32-00 SKILLMAN AVE
LONG ISLAND CITY NY 11101

Dispatch via Print

Purchase Order	Date	Revision	Page
BYU-0000039560	05/24/1999		1
Payment Terms	Freight Terms	Ship Via	
NET 30	FOB Origin, Buyer Bears Frt.	UPS Ground	
Buyer	Phone/Email	Currency	
Whitney, Kristina R.		USD	

Ship To: RECEIVING
BRIGHAM YOUNG UNIVERSITY
CENTRAL RECEIVING
685 E UNIVERSITY PKWY
PROVO UT 84602-1830
United States

Attention: Not Specified

Bill To: BRIGHAM YOUNG UNIVERSITY
FINANCIAL SERVICES
A-153 ASB
PROVO UT 84602-1128
United States

Tax Exempt? Y **Tax Exempt ID:** N10020

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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1- 1	REPAIR SWINGLINE 270 ELECTRIC STAPLERS PROBLEM:WILL NOT STAPLE		4.00	EA	0.00	0.00	CLOSED
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Schedule Total 0.00

Item Total 0.00

VENDOR IS DOING AN ADVANCE EXCHANGE. THE REPLACEMENT UNITS SHOULD BE HERE WITHIN 7-10 DAYS. ONCE THEY ARRIVE, THE DEPARTMENT HAS BEEN INSTRUCTED TO PUT THE DAMAGED UNITS INTO THE SAME BOXES AND PUT THE GREEN RETURN LABELS ON THE BOXES. ONCE THIS IS DONE THEY ARE TO CALL KRISTINA X7501 (IF I AM NO LONGER HERE, THEY SHOULD CALL STEVE X7014) SO THAT A RETURN CAN BE SET UP TO SEND BACK THE DAMAGED UNITS.

THE UNITS ARE IN ROOM 201 HCEB TO BE PICKED UP.
BYU CONTACT: MELISSA PALMER (OR HILARY SMITH) X6047.

REPLACEMENTS HAVE BEEN RECEIVED. OLD UNITS TO BE SHIPPED BACK ON RA#2050. 5/26/99 KRW

Total PO Amount 0.00

Unauthorized