

HEADER/BACKGROUND - YOUR ORGANIZATION'S LETTERHEAD

Creation Date

Vendor:  
Indiana University  
Bloomington Drosophila Stock Center (BDSC)  
Department of Biology  
1001 E. Third Street  
Bloomington, IN 47405-7005 USA  
E-MAIL [flyadmin@indiana.edu](mailto:flyadmin@indiana.edu)  
FAX (812) 855-2577

**Open Purchasing Order Issued to BDSC for a POSingle account**

We are hereby issuing an open multiple purchasing order to the Bloomington Drosophila Stock Center (BDSC) at Indiana University to be used for multiple orders of Drosophila stocks on our BDSC account no. (BUN) XX for a POSingle account. Under this agreement, INDIANA UNIVERSITY will invoice this account after every shipment 5-8 business days after the order has shipped.

The BDSC account holder is Dr. Xxxx Xxxx, Title at Institute/Department/Organization, Country.  
The purchaser is Xxxx Xxxx, Title at Institute/Department/Organization, Country.  
The vendor is INDIANA UNIVERSITY Bloomington Drosophila Stock Center, USA.  
We will place orders through the BDSC web site.  
This agreement covers orders placed from DayMonthYear through DayMonthYear.  
This agreement is limited to: \$XX or No dollar limit.

Our internal billing reference for Dr. Xxxx's purchase of Drosophila stocks is XX.  
We hereby confirm that your invoice for Dr. Xxxx's stock center fees will be honored by Institute/Department/Organization if Dr. Xxxx fails to pay a valid BDSC invoice.

Payment will be made to INDIANA UNIVERSITY via either purchasing card online, check in US \$, or via electronic transfer.

Purchaser's 'Bill To' Address:

Dr. Xxxx Xxxx, Institute/Department/University/Organization, Street Address, City MailCode, Country  
VOX +xx-xxxx,  
FAX +xx-xxxx,  
E-mail: xx@xx

Sincerely Yours,

NAME1

Signature1- signature authority within department

Role in Organization (Administrator 1)

NAME2

Signature2- signature authority within department

Role in Organization (Administrator 2)

FOOTER/BACKGROUND - YOUR ORGANIZATION'S LETTERHEAD