

# PO DISPATCH FORM

The University of Michigan  
Procurement Services  
7071 Wolverine Tower 1282  
3003 S State Street  
Ann Arbor, MI 48109-1271

Dear Supplier,  
You have received this memo because you have requested that the University of Michigan submit Purchase Orders to your company via fax or email. Please complete the following ordering information, along with the U of M supplier number (if known) and your Taxpayer Identification Number (TIN) and return to:  
Supplier Maintenance Fax: 734.615.5704

Thank you,  
Supplier Maintenance – [supplier.maintenance@umich.edu](mailto:supplier.maintenance@umich.edu)

Supplier Name:		
Supplier Number:		
Taxpayer Identification Number:		
Order Address:		
	<i>Street Address</i>	
	<i>City, State, Zip</i>	
Purchase Order Dispatch:	<input type="checkbox"/>	Email
<b>Choose One-Email or Fax</b>		<i>Group Email Preferred</i>
	<input type="checkbox"/>	Fax
	<i>Note: If multiple ordering addresses exist for your company, please be sure to complete the information above for each address.</i>	

UM Department Request: <i>If Known</i>	
UM Contact Name: <i>If Known</i>	

Supplier Contact Name <i>(please print)</i> :	
Title:	
Signature:	
Date:	