

**EXTERNAL PURCHASE ORDER  
INFORMATION FORM**

Submit this form and purchase order to:

Luda Leoparde  
ludmila@mtl.mit.edu  
(617) 253-4799

Users cannot register for MTL services until they have provided the required background information below and a copy of the purchase order (if applicable).

**Requester Information**

USER'S NAME	
ORGANIZATION	
DEPARTMENT	
SUPERVISOR NAME	SUPERVISOR E-MAIL ADDRESS

**Billing Information**

PURCHASE ORDER NUMBER	PURCHASE ORDER AMOUNT	E-MAIL:
ORGANIZATION	BILLING CONTACT NAME	
BILLING ADDRESS		
CITY	STATE	ZIP

Please note that all purchase orders must include all users' names and the following disclaimer:

**Processing at MTL is carried out on a reasonable basis. Users will be charged for time and materials as incurred. No warranty is implied regarding process steps or final device performance. The requester assumes responsibility for all process charges within 30 days of receipt of invoice. Processing will be halted for delinquent accounts.**