**Purchase Order**

 **No.**

 This number must appear

 on all invoices, packages,

**Vendor:** shipping papers, and

 work orders.

 **Prepay all delivery charges**

 Deliver by

| **BIL****L** |  | **SHI****P** |  |
| --- | --- | --- | --- |

| Date of Order | Shipping Instructions | Terms |
| --- | --- | --- |
|  |  |  |
| Quantity | Unit No. | Description |  | Acct. No. | Unit Price | Total Price |
|  |  |  |  |  |  |  |
| Purchasing Approvals | Receiving/Payment Approvals |

| **Total** |
| --- |
| **Discount** |
|  |
| **Subtotal** |
| **\_\_\_\_\_% Total** |
| **Net Total** |

 |

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

 |
| Requisitioned byDate | Name/TitleDate Received |  |  |
| Approved byDate | Payment ApprovalDate |  |  |
| **Special Instructions:** |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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