**Purchase Order**

**No.**

This number must appear

on all invoices, packages,

**Vendor:** shipping papers, and

work orders.

**Prepay all delivery charges**

Deliver by

| **B I L**  **L** |  | **S H I**  **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 by  Date | | | | Name/Title  Date Received | | |  |  |
| Approved by  Date | | | | Payment Approval  Date | | |  |  |
| **Special Instructions:** | |  | |  |  | |  |  |
|  |  |  | |  |  | |  |  |
|  |  |  | |  |  | |  |  |

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