

# PURCHASE ORDER

Bell Memorial Public Library  
 101 W Main St., P O Box 368  
 Mentone, IN 64539  
 Phone: 574-353-7234  
 Fax: 574-353-1307

The following number must appear on all invoices, bills of lading, and acknowledgements relating to this PO:

**P.O. DATE**  
**TERMS**  
**Item to be charged**

**PURCHASE ORDER:**

<b>TO:</b>
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Sales Tax Rate:

QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
<b>subtotal</b>				

<p><i>PLEASE NOTIFY US IMMEDIATELY IF THIS ORDER CANNOT BE SHIPPED COMPLETE ON OR BEFORE:</i></p>	<p>SHIPPING TAX OTHER</p>	
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**TOTAL**

**SHIP TO:**  
 See Above  
 P O Box 368

**REQUESTED BY** \_\_\_\_\_

**APPROVED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_