

This is a sample of the purchase order system we will begin using after January 1, 2015. Some spots are self explanatory. Hand written is best, don't monkey with a typewriter.

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:

Today's Date.

Invoice, net 30 etc. **P.O. DATE TERMS** **Item to be charged**

Item to be charged is the line item from the budget from which this item will be paid.

PURCHASE ORDER:

TO: Company Name
Address
Box#
City, State, Zip

Sales Tax Rate:

QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
<p>QTY = # of units to be purchased.</p> <p>How item is sold i.e. 1 unit could be a carton which could hold 12 items so if you order a QTY of 2 you'd get 24 items.</p> <p>Unit Price=price per unit which in this case is a carton Amount is the unit price times the number of units purchased.</p>				
			subtotal	
PLEASE NOTIFY US IMMEDIATELY IF THIS ORDER CANNOT BE SHIPPED COMPLETE ON OR BEFORE:			SHIPPING TAX OTHER	
				TOTAL

SHIP TO:
 See Above
 P O Box 368

REQUESTED BY Your Name/Signature here

SB signs here w/ the date the PO was approved

APPROVED BY _____ **DATE** _____