

**PURCHASE ORDER**

PURCHASE ORDER #: \_\_\_\_\_ PURCHASE ORDER DATE: \_\_\_\_\_

VENDOR NAME / NUMBER: \_\_\_\_\_

VENDOR ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SHIP TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ORDER DESCRIPTION:**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>	<u>FUND/DEPT/ACCOUNT</u>
--------------------	-----------------	-------------------	-------------------	--------------------------

TOTAL \$ \_\_\_\_\_

**APPROVALS:**

I hereby approve the issuance of this purchase order.

PURCHASING OFFICER: \_\_\_\_\_

I hereby certify that the amount of this encumbrance has been entered against the designated appropriation accounts and that this encumbrance is within the authorized available balance of the said appropriation accounts.

ENCUMBERING OFFICER: \_\_\_\_\_