PRESCRIBED BY STATE BOARD OF ACCOUNTS

GENERAL FORM NO. 98 (REV. 1998)

PURCHASE ORDER

NOTE: NO CLAIMS WILL BE APPROVED FOR PAYMENT UNLESS ORIGINAL COPY OF THIS ORDER OR THE P.O. NUMBER IS MADE A PART OF THE VOUCHER.

P.O. _____

This Number Must be on Invoice, Voucher and Delivery Memos.

TO _____

DATE _____

ADDRESS _____

REQ. _____

CITY _____

IN ACCORDANCE WITH BID AND CONTRACT DATED _____

SHIP TO _____ DEPT.

If subject to discount please indicate on invoice.

SHIP VIA _____

CHARGE TO

APPROPRIATION FOR _____ APPROPRIATION NUMBER _____

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE		AMOUNT	
		TOTAL AMOUNT OF ORDER - - - -		$		

I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

BILLING ON THIS ORDER MUST BE ACCORDING TO PRICES SHOWN ABOVE.

ORDERED BY _____

_____ Title

FEDERAL EXCISE TAX EXEMPT

STATE RETAIL TAX EXEMPT

CERTIFICATE NO. _____

ORIGINAL - VENDOR'S COPY