

## PURCHASE ORDER

Department: $\qquad$

This order number must appear on all invoices, packing lists, and packages.
Mass. Sales Tax Exemption \# E04-600-1153

## VENDOR:

|  |
| :--- |
|  |
|  |

SHIP TO:


| Date of Order | Requisitioned By | Terms | Ship Via | Account to be Charged |  |  |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Description of Goods/Services |  |  |  |
| Qty | Units |  |  |  |  |  |
|  |  |  |  |  |  |  |

## INSTRUCTIONS TO VENDOR:

1. Issue bills for EACH Purchase Order separately. Do not bill two or more orders on same invoice.
2. Our Order number MUST appear on invoice.

NO BILL WILL BE APPROVED FOR PAYMENT UNLESS THESE INSTRUCTIONS ARE CARRIED OUT.

## AUTHORIZED BY:

Department Head
and

Administration Office (If Applicable)

