**COMPANY NAME**

ADDRESS

# *PURCHASE ORDER*

***Attn:*** ***Executive Director Name***

***Supplier Information:*** _____

***Deliver To:*** _____

***Invoice To:***

| ***P.O. Date*** | ***Banking Details*** | ***Director Signature*** |
|---|---|---|
| | | |

**** By my signature, I certify this order as necessary to my portfolio.***

| ***QTY*** | ***Catalog #*** | ***Description*** | ***Unit Price*** | ***Total*** |
|---|---|---|---|---|
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| | | | | |
| | | | | |
| | | ***Hazardous Material Charge*** | | |
| | | ***Delivery fees*** | | |
| | | ***VAT*** | | |
| | | ***Total*** | | |

NPC Use Only:

| ***Approved by:*** | | ***Date:*** | |
|---|---|---|---|

***Payment Method:*** _____ ***Date Ordered:*** _____ ***Date Received:*** _____