



## Purchase Order Form (Sample)

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Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](http://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

The University of Tennessee  
Municipal Technical Advisory Service  
1610 University Avenue  
Knoxville, TN 37921-6741  
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[www.mtas.tennessee.edu](http://www.mtas.tennessee.edu)

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Reference Number: MTAS-1725

## PURCHASE ORDER SAMPLE FORM

CITY OF \_\_\_\_\_, TENNESSEE

Purchase Order

To: \_\_\_\_\_

Telephone: \_\_\_\_\_

Purchase Order No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Ship To: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Department: \_\_\_\_\_

Via: \_\_\_\_\_

\_\_\_\_\_

ITEM NUMBER	QUANTITY	UNIT	DESCRIPTION	ACCOUNT TO BE CHARGED	UNIT PRICE	AMOUNT

**Terms and Conditions:**

Unless stated otherwise, all prices are free on board (F.O.B.) \_\_\_\_\_, Tennessee. City is exempt from federal, state, and local taxes. Exemption certificates will be furnished if necessary. Mark all shipments and invoices with purchase order number.

**Purchasing Agent**

I certify that the above materials or services have been received as ordered and in good condition, except as follows: \_\_\_\_\_

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Department Head

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