



Municipal Technical Advisory Service  
INSTITUTE *for* PUBLIC SERVICE

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## Departmental 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,

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## Table of Contents

Departmental Purchase Order Form (Sample).....	3
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# Departmental Purchase Order Form (Sample)

Reference Number: MTAS-1729

## SAMPLE DEPARTMENTAL PURCHASE ORDER FORM

CITY OF \_\_\_\_\_, TENNESSEE  
Departmental Purchase Order

Vendor: \_\_\_\_\_ No.: \_\_\_\_\_

Vendor's Address: \_\_\_\_\_ Date: \_\_\_\_\_

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

The departmental purchase order is valid only for purchases of \$\_\_\_\_\_ or less. The original copy should be returned to the ordering department with your invoice or statement to make payment easier.

QUANTITY	DESCRIPTION	ACCOUNT TO BE CHARGED	AMOUNT

**TERMS AND CONDITIONS:**

The city is exempt from federal, state and local taxes.  
Exemption certificates will be provided upon request.

**TOTAL** \_\_\_\_\_

This purchase authorized by:	Articles or service received by:
(Name) _____	(Name) _____
(Title) _____	(Title) _____

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

*DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.*

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