

Purchase Order Form (Sample)

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://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
865-974-0411 phone
865-974-0423 fax
www.mtas.tennessee.edu

Table of Contents

Purchase Order Form (Sample).....	3
-----------------------------------	---

Purchase Order Form (Sample)

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

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.

Source URL (retrieved on 09/17/2019 - 2:33am): <https://www.mtas.tennessee.edu/reference/purchase-order-form-sample>

