

Purchase Order

Attach this purchase order to the associated ordinance or resolution.

Name of governing body requesting purchase:	Date
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Statute, resolution or ordinance which authorizes the purchase:

Items to be purchased:

<i>Name of item</i>	<i>Price</i>
Total	

At the County Computer:

- Put in etemplate for the purchase after receiving Banking Center Stamp

At the Banking Center:

- Bring Ordinance/Resolution, Purchase Order
- Staple the check receipt to this Purchase Order
- Have Banking Center stamp

Banking Center Use Only:

- Identify cost of purchase \$ _____
- Stamp to the right only after production ordinance/resolution form and purchase order.

Banking Center Stamp:

This form is not valid until stamped by the Banking Center.