

SAMPLE PURCHASE ORDERS

PURCHASE ORDER _____ABC Board

Date: _____

Vendor: Name _____
Address _____

Requested By: _____

Description	Qty	Unit Price	Line Total

Subtotal _____

Tax _____

Total _____

This instrument has been pre-audited per GS 18B-702.

Signature of Finance Officer Date

PURCHASE ORDER _____ABC Board

Date: _____

Vendor: Name _____
Address _____

Requested By: _____

Description	Qty	Unit Price	Line Total

Subtotal _____

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Total _____

This instrument has been pre-audited per GS 18B-702.

Signature of Finance Officer Date