|  |  |
| --- | --- |
| Extending Our Heritage, Expanding Our Reach[Requester]315 East College Ave.Greenville, IL 62246618 664-2800 | Purchase Order |
|  |
| TO:[Vendor Name][City, ST ZIP Code][Phone Number]  | SHIP TO:[Recipient Name]Greenville University[Street Address][City, ST ZIP Code][Phone Number]  | P.O. Number: [Your Phone Extension][The P.O. number must appear on all related correspondence, shipping papers, and invoices] |
|  |
| P.O DATE | REQUISITIONER | SHIPPED VIA | TERMS |  |
| Click here to enter a date. |  |  |  |
|  |
| QTY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL |
|  |  | [Description of Item] | $ | $ |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  | SUBTOTAL |  |
| SALES TAX | Tax Exempt |
| 1. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
2. Please notify us immediately if you are unable to ship as specified.
3. Send all correspondence to:

[Requester]315 East College Ave.Greenville, IL 62246[e-mail address] |  | SHIPPING AND HANDLING |  |
| OTHER |  |
| TOTAL | $ |
|  |
|  |
|  | Authorized by  | Pick the Date |