



PURCHASE ORDER
CITY OF BURLINGTON

525 HIGH STREET
BURLINGTON, N.J. 08016
TEL. (609) 386-0200
FAX. (609) 733-1050

FEDERAL TAX EXEMPT NO. 21-6000401

PURCHASE ORDER
NUMBER
ABOVE PURCHASE ORDER NUMBER MUST
APPEAR ON ALL INVOICES, BILLS OF LADING
PACKAGES AND CORRESPONDENCE

CHECK NO. \_\_\_\_\_

CHECK DATE: \_\_\_\_\_

Table with 6 columns: REQUISITION, DATE OF ORDER, DELIVERY DATE, DEPARTMENT, CONTRACT NUMBER, CONTACT FOR INFORMATION (NAME AND EXTENSION NUMBER)

VENDOR

SHIP TO

Main table with columns: ITEM NO., QUANTITY, UNIT, DESCRIPTION, UNIT PRICE, EXTENDED PRICE

COMMENT:

TOTAL AMOUNT

Form sections: EXTENSION AND FOOTINGS EXAMINED AND CHECKED, CLAIMANT'S CERTIFICATION AND DECLARATION, BURLINGTON CITY CERTIFICATION, AMOUNT, ACCOUNT NUMBER, PURCHASE APPROVED, AUTHORIZING AGENT, PAYMENT APPROVED, DATE, MUNICIPAL CLERK