PURCHASE ORDER

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| --- | --- | --- | --- | --- | --- |
| State Entity: |       | Date: |       | P.O. Number: |       |
| Vendor Name: |       | Delivery Date: |       | RFQ Ref No. (if applicable): |       |
| Vendor Address: |       | Contact Person: |       | Payment Terms: |       |
| Vendor Phone: |       | Vendor Fax: |       | Vendor E-mail: |       |

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| Deliver Items To: |       | Bill To: |       |

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| Item No: |  NIGP Code: | Description: | Qty/Unit: | Unit Price: | Total Price: |
|       |       |       |       |       |       |
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| Division Director: | Division Procurement Personnel: | State Entity Procurement Officer: |
|       |       |       |
| Account: | Organization: | Tax ID Number: |
|       |       |       |
| Other: |
| Select One (1) Purchase Order Type:[ ] Exempt (EXM) [ ] Intergovernmental Agreement (IGA) [ ] Statewide Contract – Mandatory (SWCM) [ ] Statewide Contract - Convenience (SWCC) [ ] State Entity Contract (AC) [ ] Statutory Mandatory (MAN) [ ] GEPS Preferred (PRF) [ ] State Entity Contract Piggyback (ACP) [ ] State Entity Cooperative/Consortia Contract (ACC) [ ] Open Market Purchase (OMP) [ ]  Multiple Purchase (MUL) [ ] Sole Source (SS) [ ] Sole Brand (SB) [ ] Construction (CSN) [ ] Emergency (EMER) |