CITY/COUNTY OF SAN FRANCISCO INTERNAL USE ONLY – Please Print or Type

ADPICS/FAMIS - FY 95-96
CITY/COUNTY OF SAN FRANCISCO
DEPARTMENTAL BLANKET PURCHASE ORDER AND RELEASE INPUT FORM

INSTRUCTIONS:

(1) COMPLETE BOX #1 OR #2 - NOT BOTH

(2) COMPLETE ALL OTHER UNSHADED ITEMS

DOCUMENT NUMBERS

DEPARTMENT

DEPARTMENT CONTROL NO.

DATE

PAGE _____ OF _____

PURCHASING AUTHORITY

PERIOD COVERED FROM

TERM CONTRACT #

TO

#1 *Complete for Non-Term Contract TPA-type purchases*

a ☐ DEPARTMENT BLANKET PURCHASE ORDER (DBPO) — TOTAL ESTIMATED AMOUNT FOR PERIOD COVERED $ _____

b ☐ RELEASE AGAINST DBPO — RELEASE (ENCUMBRANCE) AMOUNT $ _____ (MUST EQUAL SUM OF ACCOUNTING LINES)

#2 *Complete for Term Contract TPA-type purchases*

☐ RELEASE AGAINST CITY TERM CONTRACT — RELEASE (ENCUMBRANCE) AMOUNT $ _____ (MUST EQUAL SUM OF ACCOUNTING LINES)

VENDOR:

ADDRESS

VENDOR # _____ Sfx:_____

FEIN/SSN No. _____

Phone # _____

DELIVER TO:

SEND INVOICES IN DUPLICATE TO:

TERMS OF PAYMENT

FOB POINT

CENTRAL DEPARTMENT USE

COMMODITY OR SERVICE CODE #

(REQUIRED WHEN BOX #1 IS CHECKED)

DETAILED DESCRIPTION OF PRODUCT OR SERVICES

STAFF AUTHORIZED TO RELEASE AGAINST THIS BLANKET (For on-line Departments use only)

NAME	PHONE	FAMIS ID	NAME	PHONE	FAMIS ID
1			3		
2			4		

ATTACHMENTS - Please identify by title or description

PREPARED BY *(Print)*

Phone # Fax #

APPROVED BY

(Signature) *(Print Name)*

APPROVALS

CHIEF ADMINISTRATIVE OFFICER

BOARD OR COMMISSION

MATERIALS, SUPPLIES, & SERVICES - PURCHASER

REAL PROPERTY LEASES & RENT - DIRECTOR OF PROPERTY

Line No.	Document Number: Number	Document Number: Suffix	Amount		Index Code	Sub-Object	User Code	Project: Project	Project: Project Detail	Grant: Grant	Grant: Grant Detail

ADDENDUM ATTACHED ☐

Nos. of Pages _____