CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENTAL PURCHASE ORDER

DEPARTMENTAL P.O. NO.

1. DELIVER TO:	INVOICE TO (3 COPIES, WITH PO#):	4. DEPARTMENT NAME	5. P.O. DATE	11. REFER QUESTIONS TO: 14
		ORIGINATED BY / TEL NO. 6.	DEPT./DIV./SEC. 7.	DEPT. CONTROL NO. 12.
		FUND GROUP/FUND 8. / FISCAL PERIOD 9.	MBE/WBE/LBE Ref. 10.	DEPT. ACCOUNT NO. 13.

ec'd	15. ITEM NO.	16. QUANTITY / UNIT	17. COMMODITY CODE / EQUIP. BUDGET NO.	18. DESCRIPTION	19. MANUFACTURER OR BRAND AND NUMBER	20. UNIT/PRICE	21. EXTENSION OR LOT PRICE PER LINE ITEM

22. TASK	23. BATCH IDENTIFICATION	TOTAL OF ADDENDUM(S)	TOTAL OF THIS PAGE	GROSS DISCOUNT	GROSS TOTAL	SALES TAX	TOTAL
		24. $	25. $	26. $	27. $	28. $	29. $

30 Line No	Vendor Number 31 Number	Suf.	Document Number 32 Number	Suf.	33 Index Code	34 Sub-Object	35 User-Code	Project 36 Project	Detail	Grant 37 Grant	Detail	38 Amount

AUTHORIZATION and ENCUMBRANCE

39. I certify that the above is a legal charge against the appropriation indicated and that unencumbered allotted funds are available to pay this.

Date _____

Authorized By _____ Signature

Dept. Head _____ Signature

40.

MATERIAL RECEIVED REPORT

41. The articles were received in good order and in the quantities noted. I authorize payment of the invoice.

Date Rec'd _____ Approved Amt $ _____

Rec'd By _____ Signature

Dept. Head _____ Signature

42.

Paid Amt $ _____

43.

VENDOR

ADDRESS

CITY, STATE, ZIP

DELIVERY DATE

F. O. B. DEST. TERMS:

SPECIAL INSTRUCTIONS

87

ITY AND COUNTY OF SAN FRANCISCO
REQUISITION ADDENDUM

REQUISITION NO. 1.	2. BID NO.	3. PURCHASE ORDER NO.
DATE:		DATE:
9. DEPARTMENT	12. DEPT. CONTROL NO.	14. PAGE OF

5. ITEM NO.	16. QUANTITY / UNIT	17. COMMODITY CODE NO. / EQUIP. BUDGET NO.	18. DESCRIPTION	19. MANUFACTURER OR BRAND AND NO.	20. PRICE / UNIT	21. EXTENSIONS OR LOT PRICE PER LINE ITEM

.EASE POST TOTAL OF ALL PAGES TO FACE OF QUOTATION
R REQUISITION AS "TOTAL OF ADDENDUMS," COMPUTE TAX,
APPLICABLE, AND TOTAL TO "INVOICE TOTAL."

SUBTOTAL THIS PAGE

VENDOR