

City of Eureka
Purchase Order Data Entry

Current Date: _____

PO #: _____

Requested Delivery Date: _____

Brief Discription: _____

Vendor Name: _____

Vendor Address: _____

Person Requesting PO: _____

Ship to Address: _____

Confirming PO? (Check one) - NO

- YES

Qty	Pak	Description	Unit Price	Account NO.
____	____	_____	_____	_____
____	____	_____	_____	_____
____	____	_____	_____	_____
____	____	_____	_____	_____
____	____	_____	_____	_____
____	____	_____	_____	_____
____	____	_____	_____	_____
____	____	_____	_____	_____
____	____	_____	_____	_____

MESSAGE _____