

PREPAYMENT PURCHASE ORDER

NOTE: NO CLAIMS WILL BE APPROVED FOR PAYMENT UNLESS ORIGINAL COPY OF THIS ORDER OR THE P.O. NUMBER IS MADE PART OF THE CLAIM.

P.O. _____
This number must be on invoice, Voucher and Delivery Memos

DATE _____

REQ _____
 IN ACCORDANCE WITH BID AND CONTRACT DATED _____

If subject to discount please indicate on invoice.

Charge to		Appropriation Number			
Appropriation for					
QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT	
Do you have the local ordinance? Y/N			TOTAL AMOUNT OF ORDER		
PREPAYMENTS					
		Prepaid Amount			
		Prepaid check #			
		Prepaid check date			
		Invoice Number			
		Is there a surety bond or has a determination been made that one is not required?			
IC 5-11-10-1.6 specifies the requirements for prepayments			TOTAL AMOUNT REMAINING OF ORDER		

<p>I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN THIS APPROPRIATION SUFFICIENT FOR THE ABOVE ORDER</p>	<p>BILLING ON THIS ORDER MUST BE ACCOUNTING TO PRICES SHOWN ABOVE</p>
<p>SIGNATURE</p>	<p>TITLE</p>