

MAINTENANCE GUIDEBOOK I - MAINTENANCE PROGRAM

APPENDIX F

**SAMPLE REQUEST FOR PURCHASE
SAMPLE PURCHASE ORDER
SAMPLE STOCK REPLENISHMENT REPORT**

Purchase Order

_____ Housing Authority 1234 Main Street Anywhere, USA 12345 (404) 555-1234	P.O. #: _____ Date: _____
To: _____ Address: _____ Phone #: _____ Vendor #: _____	Purchasing Agent: _____ Requisitioned By: _____ Date of Required Delivery: _____
Delivery Terms: <input type="checkbox"/> F.O.B. Destination <input type="checkbox"/> F.O.B. Origin	

Schedule

Item #	Description of Supply/Service	Quantity Ordered	Unit	Quantity Received	Unit Price	Total Price

Total amount of this order: _____ Less any applicable discounts: _____ GRAND TOTAL: _____
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Name & Title of Contracting Officer	Signature of Contracting Officer	Date
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Conditions

1. A Housing Authority shall constitute a political sub-division of the State of _____ within the meaning of the Retail Sales Tax Act
2. Invoices must state terms and discounts allowed.
3. We reserve the right to cancel the order, if delivery is not made as specified or within a reasonable time.
4. All materials must be in accordance with specifications and free from defects.
5. Payment will not be made until full shipment is received.
6. By accepting this order the seller agrees to and shall be bound by terms and conditions hereto stated.

STOCK REPLENISHMENT REPORT

Date: _____

Truck: _____

Item	Catalog #	Approved Quantity	Need	Work Order #