

MINI PURCHASE ORDER UNDER \$300<sup>00</sup>

DIXIE STATE COLLEGE

225 South 700 East  
 St. George, Utah 84770  
 (435) 652-7612

PURCHASE ORDER NO. **MO 98913**

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DATE		NAME		DEPARTMENT	
ACCOUNT 1:		%	\$	ACCOUNT 2:	
ACCOUNT 3:		%	\$	ACCOUNT 4:	
THIS ORDER GOOD ONLY IF TOTAL AMOUNT IS NOT OVER THREE HUNDRED DOLLARS					
ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
<p style="font-size: 2em; opacity: 0.5;">NOT VALID IF MORE THAN \$300.00</p> <p style="font-size: 4em; opacity: 0.8; transform: rotate(-30deg);">SAMPLE</p>					
PLEASE SEND INVOICE TO ACCOUNTS PAYABLE AT ABOVE ADDRESS FOR IMMEDIATE PAYMENT					<b>TOTAL</b>

VENDOR INSTRUCTIONS:

1. INSTRUCT ALL SHIPPERS TO LIST PURCHASE ORDER NUMBER ON ALL BILLS AND PACKAGES.
2. YOUR INVOICE SHOULD ONLY INCLUDE ITEMS NOTED ON THIS ORDER. PLEASE LIST PURCHASE ORDER NUMBER ON INVOICE.
3. PREPAY ALL TRANSPORTATION CHARGES AND INCLUDE THEM ON YOUR INVOICE IF THEY ARE CHARGEABLE. NO C.O.D.'S.
4. TAX EXEMPT: DIXIE STATE COLLEGE IS A DIVISION OF STATE GOVERNMENT. OUR TAX EXEMPT NUMBER IS 72003.

DEPT. SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

PURCHASING DIRECTOR *Jackie Freeman*

WHITE COPY: VENDOR

YELLOW COPY: PURCHASING

PINK COPY: ORIGINATOR