



Purchase Order Form Instructions

A **purchase order (PO)** is a contract issued by the City (buyer) to a Vendor (seller) indicating types, quantities, and agreed prices for products or services the Vendor will provide to the City. It is important the purchase order is filled-out correctly because the City is legally obligated to pay for products or services once the purchase order is sent by the City and delivered by the Vendor. Purchases must be completed in accordance with the [City's Purchasing Policy](#). **Purchase order forms must not be used to order services without pre-approval from the Contract Administrator.**

1.) Fill-out the following sections in the upper portion of the Purchase Order Form:

- a. **Order Date:** The date the product or service was placed with the Vendor.
- b. **Department/Fund:** Indicate the City Department and the Fund (General, Capital Improvement, etc.) that contains the budget line item for the purchase.
- c. **Budget Line Item:** Indicate the budget line item to be encumbered.
 - i. The budget line item can be found in the City's Annual Budget document.
- d. **Vendor Name, Address, E-mail, and Phone Number**
- e. **Ship to; Recipient:** Indicate a delivery address for the product or service and the contact information for the employee responsible for receiving the order.

2.) Next, describe the product or service being purchased. A quality description is necessary so that the Contract Administrator, Finance Department and Vendor understand what is being purchased by the City. A description is also necessary to ensure the City receives the correct product or service. Fill-out the following sections:

- a. **Quantity** – Indicate the amount of product or service needed.
- b. **Unit** – If applicable, indicate the unit of measure associated with the product or service (e.g. each, dozen, gallon, liter, etc.).
- c. **Description** – Indicate the manufacturer, model, and catalog number (or other identifying number) of the product or service being purchased.
 - i. If the product or service is unique, detail any special requirements on a separate piece of paper and attach it to the purchase order.
 - ii. A best practice is to obtain a written price quote from the Vendor and attach it to the purchase order.
- d. **Unit Price** – Fill out the unit price of the product or service being purchased.
- e. **Total Price** – Fill out the total price. Please account for quantity.
- f. **Shipping** – Fill out the cost of shipping.
 - i. NOTE: Often vendors do not include shipping in the quoted price. A best practice is to ask the Vendor if the price includes shipping.



- 3.) Next, print the purchase order form and obtain the following authorizing signatures:
 - a. **Project Manager** – The employee who is responsible for the purchase.
 - b. **Contract Administrator** – To ensure the purchase order is filled out correctly.
 - c. **Finance Department** – A Finance employee is assigned to purchase orders.
 - d. **City Manager** – All purchase orders must be approved by the City Manager.
- 4.) After City Manager approval, a copy of the purchase order may be sent to the Vendor. If a copy is sent you must include the **Terms and Conditions**, which are the second and third page of the purchase order form obtained on the City website.
- 5.) Return the original signed copy of the purchase order (including any attachments and Terms and Conditions) to the Contract Administrator, who will keep the original on file.