HAINES BOROUGH, ALASKA
P.O. BOX 1209, HAINES, ALASKA 99827
907.766.2231 ♦ (fax) 907.766.2716

PURCHASE ORDER

Budgeted Item? ☐**Yes** ☐**No**

PURCHASE ORDER – NUMBER _____ **Date**_____

VENDOR
_____
_____
_____
_____
_____
_____

Dept_____
G/L _____
% or Amt_____
Dept_____
G/L _____
% or Amt_____

Quantity	Unit	Item/Description	Unit/Price	Total Amount
			SHIPPING ESTIMATE:	
			TOTAL:	

Shipping Method: ☐**Best Way** ☐**UPS** - circle: Ground 2nd Day
☐**USPS** - circle: Express Priority Parcel Post Media Mail
☐**Other** - specify: _____

Payment Method: ☐**Borough Credit Card** ☐**Direct Bill**

Purchase Order Prepared by_____

Approval Signatures

Department Head_____ Date_____

Borough Manager, if required _____ Date_____