

# Sandhills Community College

## Purchase Order

### SANDHILLS COMMUNITY COLLEGE

3395 Airport Road  
 Pinehurst, North Carolina 28374  
 Phone (910) 692-6185  
 Fax (910) 695-1823

PURCHASE ORDER NUMBER
BUDGET INFORMATION
CERTIFICATION BID OR QUOTE NUMBER

AGENCY NO. 68780000	VENDOR NO.	TERMS	DATE
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TO:	Requested by: _____
	Approved by: _____
	Budget Balance: \$ _____
	Amount Requested: \$ _____
	Remaining: \$ _____

Ship Via \_\_\_\_\_ Prepaid  
 F.O.B.: Pinehurst, North Carolina 28374  
 Delivery: \_\_\_\_\_

**PLEASE SHOW PURCHASE ORDER NUMBER ON ALL PACKAGES AND INVOICES.**  
 All shipping charges must be prepaid by the shipper and these costs included on the invoice. Sandhills Community College CANNOT accept C.O.D. shipments.  
**IMPORTANT: FOUR COPIES OF ALL INVOICES ARE REQUIRED.**

ITEM NO.	QUANTITY	UNIT	COMMODITY NUMBER				DESCRIPTION	UNIT PRICE	TOTAL PRICE
			CLASS	GP	IM	DESC			

PURCHASE REQUEST FOR INSTRUCTIONAL MATERIALS AND SUPPLIES

\_\_\_\_\_  
 Authorized Signature Business Office

ORDER SUB-TOTAL
SALES TAX
ORDER TOTAL