

# Elizabethtown College

**PURCHASE ORDER NO:**

<b>VENDOR</b>          Phone: ( ) Fax: ( )	<b>SHIP TO:</b>          
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1. ABOVE PURCHASE ORDER NO. MUST APPEAR ON ALL PACKING SLIPS, CARTONS, INVOICES, AND CORRESPONDENCE
2. ALL DELIVERIES EXCEPT AS NOTED ON P.O. MUST BE MADE TO RECEIVING DEPART. MON-FRI BETWEEN 8:00 AM AND 3:00 PM DAILY. NOT OPEN WEEKENDS AND HOLIDAYS
3. INVOICES FOR PARTIAL SHIPMENTS WILL NOT BE HONORED
4. ALL GOODS DELIVERED MUST BE SATISFACTORY TO THE COLLEGE AND SUBJECT TO ITS APPROVAL
5. MAIL INVOICES TO:  
 Elizabethtown College  
 Chad Gerhard  
 One Alpha Drive  
 Elizabethtown, PA 17022

<b>REQUESTED BY</b>	<b>APPROVED BY</b>	<b>ACCOUNT NUMBER</b>	
<b>DEPARTMENT</b>	<b>VENDOR NUMBER</b>	<b>DATE OF ORDER</b>	<b>DATE REQUIRED</b>

Item	Quantity	Description	Unit Price	Amount

INSTITUTION EXEMPT FROM PA SALES TAX – CERTIFICATE NO. 75-07451-0

THE COLLEGE WILL NOT BE  
 LIABLE FOR GOODS FURNISHED  
 WITHOUT WRITTEN ORDERS

**Circle Copy To:**

Vendor                      Business Office  
 Department                Receiving

BY \_\_\_\_\_