

## WAUKEGAN PUBLIC LIBRARY

## 128 North County Street Waukegan, IL 60085

PURCHASE ORDER FORM

Updated 15-Jul-2024

PO NUMBER CUST NUMBER ORDER NUMBER Requested by Program Name			• • •	Date		
Grant Name (if ap	oplicable)		-			
Vendor Informat Name Address	ion - - -		- - -			
Contact Name			-			
Phone Number			<u>-</u>			
Email			<u>-</u>			
Quantity	Item Number	Description	Unit Price	Total	AC#	
		Shipping				
			TOTAL			
Approval					(Please circle)	
Department Manager			Che		Purchase MC	
Supervisor				Credit Card		
Finance Manager				W9 on File —		
Executive Director (>\$500)				Attached	$\Box$	

## This order is subject to the following conditions and instructions:

- 1. No claims allowed unless supported by purchase order.
- 2. We reserve the right to cancel this order and reject goods if not delivered when required and in accordance with specifications.
- 3. Our order number must appear on all invoices, packages, and packing slips. Separate invoices must be rendered for each order.
- 4. The conditions of this order are not to be modified by any verbal understanding.
- 5. Purchaser is a public library, a component unit of the City of Waukegan, Illinois, and a tax-exempt organization.