

Appendix B – State Purchase Order Template



STATE OF MONTANA PURCHASE ORDER

Date:	P.O. Number:
P.O. Title:	
Requisition Number:	IFB/RFP Number:

BILL TO/SHIP TO INFORMATION	
Bill To: <u>(Insert Name and Address)</u>	Ship To: <u>(Insert Name and Address)</u>
Agency Contact: All questions regarding this purchase, including billing questions , should be directed to _____ at (406) _____	Delivery: <u>(Insert Delivery Information)</u>

VENDOR INFORMATION				
Vendor: <u>(Insert Name and Address)</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Vendor Phone:</td> </tr> <tr> <td style="padding: 5px;">Vendor Fax:</td> </tr> <tr> <td style="padding: 5px;">Federal I.D./Social Security Number:</td> </tr> </table>	Vendor Phone:	Vendor Fax:	Federal I.D./Social Security Number:
Vendor Phone:				
Vendor Fax:				
Federal I.D./Social Security Number:				
Vendor Contact:	Vendor Number:			

P.O. Total:	P.O. Terms: NET 30 DAYS
Contract Validated By:	
<u>(Insert Name)</u>	
_____, Procurement Officer	Date:

IMPORTANT: SEE STANDARD TERMS AND CONDITIONS

Insert Standard Terms and Conditions to match those used in the solicitation. The most recent Standard Terms and Conditions are located at:
<http://www.discoveringmontana.com/doa/gsd/css/Resources/Contract.asp>.

