

Purchase Order Form	West Virginia Northern Community College 1704 Market Street Wheeling WV 26003 - 3643	Purchase Order No. <input style="width:100%; height: 20px;" type="text"/> PO Date: <input style="width:100%; height: 20px;" type="text"/>
----------------------------	---	---

Vendor Name, Address and Contact Information: <input style="width:100%; height: 100px;" type="text"/>	Ship to: WV Northern Community College Attn: <input style="width:100%; height: 20px;" type="text"/> <input style="width:100%; height: 20px;" type="text"/> <input style="width:100%; height: 20px;" type="text"/> Vendors FEIN: <input style="width:100%; height: 20px;" type="text"/>	THIS ORDER IS SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS PRESENTED ON THE NEXT PAGE.
---	---	---

PO Date	Purchaser	Ship Via	F. O. B.	Terms	Contract No.
<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	Net 45	<input style="width:100%; height: 20px;" type="text"/>

Item No.	Quantity	Item Description	Unit Price	Extended Price
1	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>
2	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>
3	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>
4	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>
5	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>
6	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>
7	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>
8	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>
9	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>
10	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>
11	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>

**WVNCC CAPITAL APPROVED FY2020
NON PERKINS or GRANT**

FOPAL Line	Fiscal Year	Department	Fund	Line Item	Encumbered Amount	SHIPPING	<input style="width:100%; height: 20px;" type="text"/>
1	2020	<input style="width:100%; height: 20px;" type="text"/>	4800	<input style="width:100%; height: 20px;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>	TOTAL	<input style="width:100%; height: 20px;" type="text"/>
THIS ORDER IS TAX EXEMPT: ID Number: 550530182							

- For Non-Payment Cardholders ONLY**
- Business Office please place order**
- Fixed Asset - Date** _____

Submit an original invoice with this Purchase Order Number referenced to:

Attn: Accounts Payable Office
West Virginia Northern Community College
1704 Market Street
Wheeling, WV 26003-3699

Purchaser Authorization
Date

Authorized Approver
Date

CPO Approval