

<b>Purchase Order Form</b>	<b>West Virginia Northern Community College</b> 1704 Market Street Wheeling WV 26003 - 3643	<b>Purchase Order No.</b> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <b>PO Date:</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>
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<b>Vendor Name, Address and Contact Information:</b> <div style="border: 1px solid black; width: 100%; height: 100px;"></div>	<b>Ship to: WV Northern Community College</b> Attn: <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> Vendors FEIN: <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<b>THIS ORDER IS SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS PRESENTED ON THE NEXT PAGE.</b>
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<b>PO Date</b>	<b>Purchaser</b>	<b>Ship Via</b>	<b>F. O. B.</b>	<b>Terms</b>	<b>Contract No.</b>
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	Net 45	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>

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

FOPAL Line 1	Fiscal Year 2020	Department <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	Fund <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	Line Item <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<b>SHIPPING</b>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
					<b>TOTAL</b>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
					<b>THIS ORDER IS TAX EXEMPT: ID Number: 550530182</b>	

**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	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
	Date
Authorized Approver	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
	Date
CPO Approval	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>