

**PURCHASE ORDER**



6321 La Pas Trail, Suite 200  
Indianapolis, IN 46268  
(317) 387-7100  
Fax: (317) 328-7298

**PURCHASE  
ORDER No.**

**THIS NUMBER MUST APPEAR ON INVOICES,  
A/P VOUCHER, DELIVERY MEMO, PACKING SLIPS,  
SHIPPING LABELS AND ANY CORRESPONDENCE.**

To

**PAYMENT**

If subject to discount please indicate on invoice.

- A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE A PART OF THE VOUCHER, AND EVERY INVOICE AND VOUCHER HAS THE PROPER CERTIFICATE ATTACHED.
- FOR PROMPT PAYMENT OF INVOICES, AN ITEMIZED INVOICE MUST BE BILLED TO CENTRAL INDIANA EDUCATIONAL SERVICE CENTER.

DATE		DEPARTMENT			FUND ACCT. No.
QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT	

SHIP TO ARRIVE BY	SHIP VIA	TOTAL
	BEST WAY - F.O.B. DESTINATION	

**INDIANA SALES TAX EXEMPTION  
CERTIFICATE 749291 10**

**FEDERAL EXCISE TAX EXEMPT**

**PLEASE INVOICE TO CENTRAL INDIANA EDUCATIONAL  
SERVICE CENTER**

This order issued in compliance with CHAPTER 99, ACTS 1945  
and Acts amendatory thereof and supplemental thereto.

**SHIPPING INSTRUCTIONS**

- SHIP PREPAID.
- C.O.D. SHIPMENTS CANNOT BE ACCEPTED.
- PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING LABELS.
- THIS ORDER ISSUED IN COMPLIANCE WITH IC 36-1-9.

I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN THIS  
APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

SHIP TO:

ATTN: