



**HAINES BOROUGH, ALASKA**  
P.O. BOX 1209 • HAINES, AK 99827  
Administration 907.766.2231 (fax) 907.766.2716  
Tourism 907.766.2234 • (fax) 907.766.3155  
Police Dept. 907.766.2121 • (fax) 907.766.2128  
Fire Dept. 907.766.2155 • (fax) 907.766.3373

# PURCHASE ORDER

**DATE:** \_\_\_\_\_  
**PURCHASE ORDER – NO:** \_\_\_\_\_

**VENDOR:**  
Attn: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_   
phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**DEPT/CIP/Grant:** \_\_\_\_\_  
G/L: \_\_\_\_\_  
% or Amt: \_\_\_\_\_  
**DEPT/CIP/Grant:** \_\_\_\_\_  
G/L: \_\_\_\_\_  
% or Amt: \_\_\_\_\_  
**DEPT/CIP/Grant:** \_\_\_\_\_  
G/L: \_\_\_\_\_  
% or Amt: \_\_\_\_\_

Quantity	Unit	Item / Description	Unit/Price	Total Amount
			<b>SUB-TOTAL:</b>	
			<b>SHIPPING:</b>	
			<b>TOTAL:</b>	

**Shipping Method:** \_\_\_ **Best Way** \_\_\_ **UPS:** \_\_\_ 2<sup>nd</sup> Day \_\_\_ Ground \_\_\_ **USPS:** \_\_\_ Priority \_\_\_ Parcel  
(Check all that apply) \_\_\_ **AML** \_\_\_ **Other – Specify:** \_\_\_\_\_

**Payment Method:** \_\_\_ **Credit Card** \_\_\_ **Direct Bill** \_\_\_ **Other– Specify:** \_\_\_\_\_

Purchase Order Prepared by: \_\_\_\_\_  
Printed Name Signature

Ordered/Purchased by: \_\_\_\_\_  
Printed Name Date Ordered/Purchased

Approval Signatures, if needed:

Authorized Signer \_\_\_\_\_ Date \_\_\_\_\_

Borough Manager \_\_\_\_\_ Date \_\_\_\_\_