

PURCHASE ORDER

XXXXX

The above order number must appear on all invoices, packages and correspondence.

TRUCKEE TAHOE AIRPORT DISTRICT

10356 Truckee Airport Rd.
Truckee, CA 96161

(530)587-4119 FAX (530)587-2984

www.truckeetahoeairport.com

Expenditure Classification:	
<input type="checkbox"/>	Small (NTE \$5,000)
<input type="checkbox"/>	Minor (\$5,001 - \$50,000)
<input type="checkbox"/>	Initial that PI 303 has been followed and attach summary of quotes obtained.
<input type="checkbox"/>	Major (in excess of \$50,000)
Note that major purchases will normally require a contract.	

Order Date:

Vendor:	CONTACT:
_____	_____
_____	PHONE #:
_____	_____

Coding/Project:

QUANTITY ORDERED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION
Notify us immediately if unable to fill order as specified.			TOTAL	

AUTHORIZED SIGNATURE: _____

WHITE - VENDOR

YELLOW - ACCOUNTING

PINK - REMAIN IN BOOK