MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

1000 HENSLEY CREEK ROAD UKIAH, CA 95482 (707) 468-3061

· AN EQUAL OPPORTUNITY EMPLOYER ·

MAIL ITEMIZED INVOICE IN TRIPLICATE TO:

Mendocino College
Accounts Payable
1000 Hensley Creek Road
Ukiah, CA 95482

FAX:

DATE:

PURCHASE ORDER NO.

THIS NUMBER MUST APPEAR ON ALL CORRESPONDENCE, PACKAGES, SHIPPING PAPERS, AND INVOICES RELATING TO THIS ORDER.

NOTE: THIS PURCHASE ORDER IS NOT VALID WITHOUT ABOVE NUMBER

SHIP TO: Ukiah ATTN:

PREPAY ALL FREIGHT AND EXPRESS CHARGES AND ADD TO OUR INVOICE. NO COLLECT SHIPMENTS WILL BE ACCEPTED.

VENDOR · ANY EXCEPTIONS TO THIS ORDER MUST HAVE PRIOR DISTRICT APPROVAL

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
			PURCHASE ORDER This Purchase Order shall be considered canceled and void if goods and/or services are not received by June 30.		Calculate Amounts

FUND	REV SRC	GL DEPT	LOCATION	ACTIVITY	OBJECT	AMOUNT

TAX RATE 7.875 % Calculate Tax

TAX	
FREIGHT	
TOTAL Calculate Total	

NO GOODS WILL BE RECEIVED AFTER 3:30 P.M. OR ON SATURDAYS, SUNDAYS, OR HOLIDAYS.

Any order placed without the authorization of the Vice President of Administrative Services may not be approved for payment and will be the sole responsibility of the department placing the order. The Business Office will conduct and conclude all negotiations affecting purchases, prices, terms, and delivery.

ORIGINATOR

DEAN

VICE PRESIDENT OF ADMINISTRATIVE SERVICES/DESIGNEE