

PURCHASE ORDER

COMPLEX # & COMPLEX NAME	PURCHASE ORDER NUMBER
LEGAL BUSINESS NAME OF VENDOR / DBA	DATE
ADDRESS / P.O. BOX #	
CITY / STATE / ZIP	
PROPERTY MANAGER APPROVAL	

UNIT #	DESCRIPTION	QUANTITY	PURCHASE PRICE	TOTAL COST
RESIDENT DAMAGE			TOTAL	

RESIDENT NAME(S) / ADDRESS

<p>CHARGE RESIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>IF YES, CHECK APPROPRIATE BOX BELOW: <input type="checkbox"/> CURRENT RESIDENT <input type="checkbox"/> FORMER RESIDENT</p>
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MANAGERS: COMPLETE PURCHASE ORDER ENTIRELY AT TIME OF PURCHASE.

VENDORS: SUBMIT SIGNED ORIGINAL PURCHASE ORDER, TOGETHER WITH INVOICE FOR PAYMENT. ALL INVOICES RECEIVED WITHOUT A PURCHASE ORDER WILL BE RETURNED. INVOICES MUST BE BILLED IN THE NAME OF THE PROPERTY AND MAILED TO:

QUESTIONS: 224-9554—ALL VENDOR CALLS ON INVOICES OVER 30 DAYS WILL BE FORWARDED TO THE PROPERTY MANAGER AFTER RESEARCH.

WHITE: VENDOR STAPLE PURCHASE ORDER TO BACK UPPER LEFT CORNER OF INVOICE AND FORWARD TO C&R REAL ESTATE SERVICES.

YELLOW: VENDOR FILE COPY

PINK: MANAGER

authorized signature (on-site manager)