CITY OF EVANSTON

1200 MAIN STREET
EVANSTON, WYOMING 82930-3396
(307) 783-6300
FAX (307) 783-6390

PURCHASE ORDER/VOUCHER

This Number Must Appear On All Invoices.
Shipping Papers and Packages.

DATE

DATE RECEIVED	REQUISITION NO.	INVOICE NO.
RECEIVED BY	DEPARTMENT	SPECIAL INSTRUCTIONS

APPROVED FOR ISSUANCE

PURCHASING DIVISION   DATE

VENDOR INSTRUCTIONS

1. **SIGNED VOUCHER & INVOICES MUST BE SUBMITTED BEFORE PAYMENT CAN BE MADE**.

2. Vendor - Sign Voucher under Vendor Certification and return for payment.

3. Send Invoices and any Correspondence to:
   Purchasing Division

4. Give PO Number on all invoices and packages.

DO NOT INCLUDE STATE OR FEDERAL TAXES ON YOUR BILL - CITY IS <u>TAX EXEMPT</u>

FOR USE BY ACCOUNTING DIVISION ONLY:

VENDOR NO.	P.O. NO.	INVOICE DATE	AMOUNT	BUDGET CODING

DESCRIPTION	TOTALS

Not Confirming - Place Order   Confirming PO - Do Not Duplicate

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I certify that the above articles were delivered, or services performed, as stated, and account is approved for payment.

BY: _____
DEPARTMENT HEAD   DATE

_____

APPROVED FOR PAYMENT: **MAYOR**

VENDOR CERTIFICATION

I certify, under penalty of perjury, that this voucher and the items included therein for payment are correct and just in all respects.

DATED _____

_____
SIGNATURE OF CLAIMANT