



Purchase Order

Huntington Community First Aid Squad, Inc.

2 Railroad Street Huntington Station, New York 11746-1231

Business Number: 631-421-1263

Fax: 631-421-0666

SUPPLIER:

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

Prices listed are based on supplier's quotations of:

Date _____ By (Name) _____

ORDER DATE & NUMBER

SHIP TO: _____

AT THE ABOVE ADDRESS

BILL TO: TREASURER

AT THE ABOVE ADDRESS

QUANTITY		DESCRIPTION	PRICE	
NUMBER	UNIT		UNIT	TOTAL
			\$	\$
SPECIAL NOTES:			TOTAL COSTS	\$
			SHIPPING COST	\$
			TOTAL COST	\$

TAX EXEMPT NUMBER: EX-133722

This Purchase Order, and the supporting documentation attached, has been reviewed and approved for payment in accordance with the Squad's current Purchase Policy and Procedures and/or a Board of Director's approved motion.

REQUESTED BY _____ APPROVED BY _____ DATE _____

FOR INTERNAL USE ONLY

RECEIVING

DELIVERY RECEIVED BY _____ # _____ DATE _____

REPORT

CHECK ONE: PICK-UP ☐ DELIVERED TO HQ ☐ OTHER _____

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**INSPECTION**

INSPECTED BY \_\_\_\_\_ # \_\_\_\_\_ DATE \_\_\_\_\_

**REPORT**

CHECK BOXES IF CORRECT: QUANTITY CORRECT ☐ ITEMS IN GOOD CONDITION ☐

ERROR (S) NOTED, SPECIFY \_\_\_\_\_

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Place Completed P.O. and Supporting Documentation in the Treasurer's Mailbox – Thank You