

Sample

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH ORDER/AGREEMENT NO. HE1254-06-D-0006	2. DELIVERY ORDER/CALL NO. 0081	3. DATE OF ORDER/CALL (YYYYMMDD) 2006 JUN 29	4. REQUISITION/PURCH REQUEST NO. 225-0001 081 HE1254-2006	5. PRIORITY
6. ISSUED BY DoD Education Activity Attn: Headquarters Procurement Branch 4040 North Fairfax Drive Arlington VA 22203-1613		CODE HE1254	7. ADMINISTERED BY (If other than 6) Nina Tran 703-588-3623 nina.tran@hq.dodea.edu Arlington VA 22302	
9. CONTRACTOR THOMSON LEARNING CAGE: 2T373 DUNS: 606784577 10650 Toebben Drive Independence KY 41051-5100		CODE 2T373	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) 2006 AUG 30
NAME AND ADDRESS		VENDOR ID 00031453	12. DISCOUNT TERMS 0 Days 0% Net 30	11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
		TN 59-2124491	13. MAIL INVOICES TO THE ADDRESS IN BLOCK DoD Education Activity Attn: Headquarters Procurement Branch	
		DUNS 606784577		

14. SHIP TO Albritton Junior High School Bldg. 1-4979 TEL: (910) 436-3561 Knox St. Ft. Braag NC 28307	HENCB2-A	15. PAYMENT WILL BE MADE BY Payment will be made by Government Purchase Card VA	CODE PCARD	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
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16. TYPE OF ORDER	DELIVERY/ CALL <input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE	Reference your _____ furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.		
NAME OF CONTRACTOR		SIGNATURE
TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:		

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
	See Continuation Page for Line Item Details				
Complete					

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	24. UNITED STATES OF AMERICA	25. TOTAL	\$1,734.78
BY: Vicki A. Model	CONTRACTING/ORDERING OFFICER	26. DIFFERENCES	

27a. QUANTITY IN COLUMN 20 HAS BEEN <input checked="" type="checkbox"/> INSPECTED <input checked="" type="checkbox"/> RECEIVED <input checked="" type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:			
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE Connie Haymon	c. DATE (YYYYMMDD) 2006-07-11	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE DoDEA Logistics	28. SHIP. NO.	29. D.O. VOUCHER NO.	30. INITIALS
f. TELEPHONE NUMBER	g. E-MAIL ADDRESS	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.		31. PAYMENT <input checked="" type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.
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