

PURCHASE ORDER

PROPERTY NAME: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____
 PHONE: _____

PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL
 INVOICES

APPROVED VENDOR <input type="checkbox"/> NEW VENDOR <input type="checkbox"/> <small>VENDOR INFORMATION HAS BEEN SUBMITTED</small>	VENDOR NAME: _____ CONTACT: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____	FOR OFFICE USE ONLY CHECK NUMBER: _____ DATE PAID: _____
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DATE OF INVOICE	INVOICE NUMBER	APT NUMBER	ACCOUNT CODE	DESCRIPTION OF SERVICES OR ITEMS	AMOUNT
RESIDENT MANAGER SIGNATURE		DATE	DISTRICT MANAGER APPROVAL	DATE	TOTAL \$

HOME OFFICE APPROVAL	COMMENTS:
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ALLOCATION:	PROPERTY _____	AMOUNT _____
	PROPERTY _____	AMOUNT _____
	PROPERTY _____	AMOUNT _____
	TOTAL	\$ _____

- ACCOUNT CODES:**
- | | | | |
|---------------------------|--------------------|----------------------|-----------------------|
| 6020 Maintenance Supplies | 6070 Grounds | 7150 Gas | 8270 Office Equipment |
| 6030 Maintenance Contract | 6080 Exterminating | 7160 Trash Removal | 8230 Legal |
| 6040 Painting & Cleaning | 7130 Water | 8260 Office Supplies | 8240 Advertising |