

City of Spearfish, South Dakota
 625 FIFTH, SPEARFISH, SD 57783
 PHONE (605) 642-1325



PURCHASE ORDER

PURCHASE ORDER NO. _____

Vendor _____

DATE _____

Address _____

VENDOR NO. _____

DEPT. #	LINE ITEM #	VENDOR Quote #	AMOUNT	QUANTITY AND DESCRIPTION	INITIALS OF CITY EMPLOYEE
TOTAL					

Please return this acknowledgement promptly

Verified and Approved By:

Promised Shipping Date: _____

Department Head: _____

Date _____ (\$10,000 max.)

Date Accepted: _____

City Administrator: _____

Date _____ (\$50,000 max.)

Signed by: _____