

CONTRACT/DELEGATION PURCHASE ORDER

STD 65

**\*\* sample \*\* sample \*\***

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SHIP TO:

BILL TO:

DATE (MONTH, DAY, YEAR)

AGENCY'S NAME, ADDRESS, INCLUDING CONTACT NAME AND PHONE NUMBER

AGENCY'S NAME BILLING ADDRESS

AGENCY ORDER NUMBER

**VENDOR: THIS NUMBER *MUST* BE SHOWN ON INVOICE.**

TO FIRM ADDRESS

(Type or Print Legibly)

**SUPPLIER'S BUSINESS NAME ADDRESS CONTACT NAME AND PHONE NUMBER**

COMPLETE ONLY WHEN TO BE USED AS VENDOR'S INVOICE

I hereby certify that this is a true and just bill and payment has not been received.

VENDOR'S INVOICE NUMBER

VENDOR'S SIGNATURE

TITLE (OWNER, MGR., CLERK, ETC.)

VENDOR'S TAXPAYER ID NUMBER (FEIN)

VENDOR NUMBER S / B ETH

- NOTICE TO MERCHANT
- Show the Agency order number and Contract/Delegation number on your invoice.
  - Show cash discounts offered on your invoice.
  - Submit invoice in triplicate. If not on printed bill head, vendor please sign invoice.
  - Vendor's Federal Employer Identification Number is required.
  - Submit original receipted expense bills if your invoice includes prepaid transportation charges.
  - All shipments shall be F.O.B. destination unless otherwise stated on this order.

DATE WANTED	SHIP VIA	TERMS
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ITEM NO.	QUANTITY	UNIT	COMMODITY CODE	DESCRIPTION	UNIT PRICE	EXTENSION
1	1,000	EA		COMPUTER WORKSTATIONS	\$1,200.00	\$1,200,000.00
				Per the attached Supplier specifications		

**THE INFORMATION IN THE COLUMN TO THE RIGHT IS CRITICAL; IF IT IS NOT ON THE PURCHASE ORDER AS SHOWN, THE STATE CONTROLLER'S OFFICE WILL NOT ISSUE PAYMENT TO THE LESSOR.**

**DON'T FORGET TO ATTACH THE ENTIRE AWARDED LESSOR'S RFLQ TO THE PURCHASE ORDER ALSO.**

The Terms and Conditions found in the State's financial marketplace, Lease \$Mart, Version [redacted] dated [redacted], and the Lessor's attached Request for Lease Quote (RFLQ) and its provisions, dated [redacted], are hereby incorporated into and made a part of this purchase order hereto. The State designates (LESSOR'S NAME) as its Lessor for this contract. The Lessor will pay the Supplier for assets/services on behalf of the State. The Lessor is entitled to all payments owed pursuant to the Lease Payment Schedule in consideration for the Lessor's payments of the cost of the assets to the Supplier.

Lessor's Business Name  
Business Address  
Contact Name and Phone Number

Term: (i.e., 36 months) [redacted]

2	1	EA	REQUIRED INFO >	Lease Charges (Per the attached RFLQ)	203,596.96	\$ 203,596.96
				Any other required information for the purchase order...		

Sales tax is not included on the PO—this cost is reflected in the RFLQ as a use tax.

SALES TAX \$ 0.00  
7.75%

CHARGE AGAINST	PROGRAM CATEGORY (CODE AND TITLE)	FUND TITLE		(OPTIONAL USE)		<b>TOTAL \$ 1,403,596.96</b>
	ITEM	CHAPTER	STATUTE	FISCAL YEAR	OBJECT OF EXPENDITURE (CODE AND TITLE)	

<p><b>CERTIFICATION AND APPROVAL OF EXECUTIVE OFFICER</b>  <i>I HEREBY CERTIFY. On my own personal knowledge that this order for the purchase of the items specified above is issued in accordance with the procedure prescribed by law governing the purchase of such items for the State of California; that all such legal requirements have been fully complied with.</i></p>		ENCUMBERED REMAINDER AFTER POSTING THIS ORDER TO ALLOTMENT EXPENDITURE LEDGER		
TITLE		ADJUSTMENT INCREASING ENCUMBRANCES		
SIGNATURE		ADJUSTMENT DECREASING ENCUMBRANCES		
▶		CERTIFIED CORRECT (SIGNATURE)		
▶		▶		