

CITY OF MEMPHIS

PURCHASE ORDER

Division of Human Resources
 125 North Main Street
 Room 406
 Memphis, TN 38103



FROM:

Full Name:
 Address:
 City, State Zip:
 Phone No:
 Email Address:

Type quantity only:

QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
0	ea.	Small - CMEM T-Shirt	10.00	0.00
0	ea.	Medium - CMEM T-Shirt	10.00	0.00
0	ea.	Large - CMEM T-Shirt	10.00	0.00
0	ea.	X-Large - CMEM T-Shirt	10.00	0.00
0	ea.	XX-Large - CMEM T-Shirt	10.00	0.00
			subtotal	

TOTAL

Check your pick-up location:

HR Rm 406, City Hall
 Division Representative _____
 City Hall, 1B Display Table 2 & 3 May 11 - 1pm
 Others: _____

APPROVED BY

DATE

CITY OF MEMPHIS

PURCHASE ORDER RECEIPT

FROM:

Full Name:
 Address:
 City, State Zip:
 Phone No:
 Email Address:



Amount due:

\$0.00

Check your pick-up location:

HR Rm 406, City Hall
 Division Representative _____
 City Hall, 1B Display Table May 2d & 3d 11am - 1 pm
 Others: _____

APPROVED BY

DATE