



Purchase Order Form
Town of New Lebanon
For Items to be purchased by the
Town Clerk's Office

Department Requesting Purchase: _____

Item Requested: _____

Cost of Item: _____

Vendor to Purchase Item From: _____

Budget Code to Charge for Purchase: _____

Current Balance in Budget Code to be charged: _____

Yes, I have complied with our Green Purchasing & Vouchering Policy, and certify that this item is FSC, eco-friendly, or has the green checkmark symbol.

No, this item does not comply with the Green Purchasing & Vouchering Policy because, _____.

I certify that I am authorized to request this purchase, that I have sufficient funds in my budget to pay for this purchase and that I have complied with all applicable policies, codes, and laws such as the Town's Procurement Policy and the Policy for Purchasing & Vouchering Items.

X

Sign

Print Name:

Date: _____