# PURCHASE ORDER

**Regis College**

235 Wellesley Street
Weston, Massachusetts 02493
(781) 768-7076

**TO:**

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**PURCHASE ORDER NO.** 62764

**Massachusetts Sales Tax Exemption Number** 04-2104-451

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>CATALOG NO.</th>
<th>UNIT</th>
<th>COMPLETE DESCRIPTION (SIZE, TYPE, COLOR AND SPECIFICATIONS)</th>
<th>UNIT PRICE</th>
<th>EXTENDED COST</th>
</tr>
</thead>
</table>

**Sample**

<table>
<thead>
<tr>
<th>ORDERED BY</th>
<th>TELEPHONE EXTENSION</th>
<th>CHAIRPERSON'S APPROVAL</th>
<th>DATE</th>
<th>PURCHASING MANAGER'S APPROVAL</th>
<th>DATE</th>
</tr>
</thead>
</table>

**Account or Fund to be Charged**

**Received By**

**Date**

*By acceptance of this order the vendor or contractor certifies that all goods furnished and/or all services rendered are produced in compliance with all applicable provisions of the following, including amendments and/or subsequent regulations or orders: (1) Fair Labor Standards Act, (2) Civil Rights Act of 1964, and (3) Executive Orders 11246 and 11375 relative to Equal Employment Opportunity.*

*White Copy-VENDOR; Yellow Copy-PURCHASING; Pink Copy-RECEIVING/TREASURER'S OFFICE; Gold Copy-ORIGINATOR*