

EXHIBIT H

SAMPLE – PURCHASE ORDER

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	Page 1 of 2 FULLY EXECUTED - CHANGE 1 Purchase Order No: Original PO Effective Date:						
Your SAP Vendor #:	Please Deliver To: Engineering District 4-0 55 Keystone Industrial Park Dunmore PA 18512 US						
Supplier Name/Address:							
Supplier Phone Number: Supplier Fax Number:	Please Bill To: Commonwealth of Pennsylvania - PO Invoice PO Box 69180 Harrisburg, Pennsylvania 17106						
Purchasing Agent Name: Phone: Fax:							
Purchase Order Description:							
In performing the services or furnishing the material covered by this Purchase Order, the supplier agrees to comply with the Standard Terms and Conditions for Purchase Orders Not Exceeding \$10,000, Form STD 280, located on the DGS website: http://www.dgsweb.state.pa.us/comod/CurrentForms/STD280_SAP.doc							
Suppliers must provide four mandatory elements on PO invoices: PO Number, Invoice Date, Invoice Number, and Invoice Gross Amount. Failure to comply will result in the return of the invoice. Additional optional information such as supplier name, address, remit to information and PO Line Item information will improve invoice processing.							
Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
Information:						Total Amount: SEE LAST PAGE FOR TOTAL OF ALL ITEMS	
						Currency: USD	
Supplier's Signature _____ Printed Name _____				Title _____ Date _____			