



CITY of CALABASAS

100 Civic Center Way / Calabasas, CA 91302-4112
 Phone: (818) 224-1600 / Fax: (818) 225-7324

ITEM 7 EXHIBIT A

PURCHASE ORDER

For supplies, materials, and equipment only

DATE	DATE REQ'D	P.O. NUMBER	PAGE

VENDOR

SHIP TO

ACCOUNT NO.	QUANTITY	UOM	DESCRIPTION	UNIT COST	TOTAL PRICE

REMARKS	SUBTOTAL	
	SALES TAX	
	SHIPPING & HANDLING	
	OTHER	
	TOTAL	

APPROVALS:

 Requestor Date

 City Manager (\$25-50K) Date

 Department Head – required for all purchases Date

 City Council (over \$50K) Date

 Purchasing Officer (\$10-25K) Date