



**The Southern Baptist
Theological Seminary**
2825 Lexington Road, Louisville, KY 40280

Purchase Order

This number must appear on
all invoices, packing slips,
packages & correspondence.

STANDING PURCHASE ORDER

VENDOR:

SHIP TO:

TAX EXEMPT – F262 (Do not charge tax on this order.)
CHANGE ORDER*

PLEASE ENTER OUR ORDER AND FURNISH GOODS OR SERVICE SPECIFIED BELOW IN ACCORDANCE WITH TERMS OF THIS PURCHASE ORDER.

*If this is a change order, this order affects only the following, all other terms and conditions of the original purchase order remain in effect until contract completion; however, the above purchase order number should be used on all correspondence and invoices.

DESCRIPTION

Employee:

Period:

\$ Limit:

Description:

Please provide the above individual with the items listed for the specified period. Orders are limited as stated.

The above purchase order number must be used on all invoices and correspondence to assure timely payment of account.

This standing purchase order is subject to cancellation without prior notice and can be used only by the persons designated above. Purchases exceeding the limit must be accompanied by a separate purchase order.

BILLING INSTRUCTIONS: SEND AN ORIGINAL AND TWO (2) COPIES OF INVOICE TO:

ACCOUNTS PAYABLE
THE SOUTHERN BAPTIST THEOLOGICAL SEMINARY
2825 LEXINGTON ROAD
LOUISVILLE, KY 40280

PAYMENT TERMS: NET 30, UNLESS A CASH DISCOUNT APPLIES FOR EARLIER PAYMENT, FROM RECEIPT OF INVOICE IN THE **ACCOUNT PAYABLE OFFICE** OR RECEIPT OF MERCHANDISE, WHICHEVER IS LATER.

ACCEPTANCE OF THIS ORDER IS EXPRESSLY LIMITED TO THE TERMS AND CONDITIONS OF THIS ORDER.

INCLUDE PURCHASE ORDER NUMBER ON ALL INVOICES. INVOICES WITHOUT PURCHASE ORDER NUMBER WILL BE RETURNED WITHOUT OBLIGATION FOR LATE CHARGES.

PURCHASING AGENT