

**HENNEPIN COUNTY SHERIFF'S OFFICE  
PURCHASE ORDER REQUEST FORM**

Phone: (612) 348-2465, 348-6198 Fax: 348-4303

Purchase Order No.

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**To the vendor:**

The Purchase Order Number must appear on all invoices, packages, shipping papers, and correspondence.

**B I L L T O** Hennepin County Sheriff's Office

**V E N D O R**

**D E L I V E R T O**

Contracted Vendor? Yes ☐ No ☐

LINE NO.	QTY	UNIT	ITEM NO./DESCRIPTION OF COMMODITY	UNIT PRICE	AMOUNT
Is this purchase/are these items budgeted for? If not, explain below why the purchase is being made. Without an explanation a PO won't be assigned.			Yes <input type="checkbox"/>	No <input type="checkbox"/>	TOTAL
Please note that as a local government agency we are exempt from all local sales taxes. For taxable purchases we are taxed at the current Minnesota rate. See MINNESOTA Department of Revenue <i>Sales Tax Fact Sheets 142 and 164.</i>					
Purchase Order requestor signature:					