



CHARLESTOWN POLICE DEPARTMENT

703 MAIN STREET, CHARLESTOWN, INDIANA 47111

Eric Kruse, Chief of Police

Jonathan Roederer, Assistant Chief of Police

PURCHASE ORDER

This form shall solely be used to guaranteed orders to be paid from funds maintained in the City of Charlestown, Indiana treasury.

Dated of Order: _____

Purchase Order #: _____

VENDOR INFORMATION:

Vendor/Company Name: _____

Pay Address: _____
City, State, Zip Code

SHIPPING INFORMATION:

Billing Phone: _____

Dept Name: _____

Attention Name: _____

Address: _____
City, State, Zip Code

Comments: _____ Contact Phone: _____

Item Details / Description	Quantity	Unit Price	Total

Additional Notes:

SUBTOTAL	
TAX	
TOTAL	

Authorizing Signature
(Department Manager Signature)

(812) 256-6345 • (812) 256-7128 • (812) 256-7136 • (812) 256-7770
(NON-EMERGENCY) (FAX) (RECORDS) (INVESTIGATIONS)

ON-LINE AT: WWW.CTOWNPD.COM