

# PURCHASE ORDER

Date: \_\_\_\_\_  
 PO # \_\_\_\_\_

Madison County Parks &  
 Recreation Authority  
 PO Box 435  
 Madison, VA 22727  
 540-308-1247  
 mcparksrec@gmail.com

Vendor: \_\_\_\_\_

Ship To: Madison Youth \_\_\_\_\_  
 1110 Fairgrounds Road  
 PO Box 435  
 Madison, VA 22727

Requested by	Shipping Terms	Delivery Date

Qty	Item #	Description	Unit Price	Line Total
<b>Subtotal</b>				
<b>Shipping</b>				
<b>Total</b>				

1. Please send copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:

MCPRA  
 PO Box 435  
 Madison, VA 22727  
 Phone 540-308-1247  
 Email: mcparksrec@gmail.com

Authorized by \_\_\_\_\_ Date \_\_\_\_\_

