



# PURCHASE ORDER

Northeast United Methodist Church  
4000 Hard Scrabble Road  
Columbia, SC 29223-8548  
(803) 736-6386

Description	Quantity	Unit Price	Amount

**Subtotal** \_\_\_\_\_  
**Tax** \_\_\_\_\_  
**Shipping & Handling** \_\_\_\_\_  
**Amount Due** \_\_\_\_\_

Remarks / Instructions:

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Attach copy of the sales receipt or invoice and submit to Merrill Hynds, Church Treasurer.  
 To add attachments select COMMENTS, ADD NEW ATTCHMENT (Paperclip Icon),  
 ATTACH FILE, CLICK, SELECT FILE AND CLICK.