PURCHASE ORDER/PURCHASE CARD CONFIRMATION

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
FISCAL ADMINISTRATION
SFN 244 (10-2009)

Clear Fields

Name on Credit Card		Date
Type of Credit Card	Credit Card Number	Expiration Date
Vendor		
Ship to	Bill to	

Item Number	Quantity	Unit	Description	Unit Price	Amount
				Total	
				Shipping and Handling	
				Grand Total	

NOTE: Use this form as a purchase order or as a purchase card confirmation when making purchases that require documentation to the vendor or requires clarification of orders requested. The state sales tax exemption number is E-2001; the federal tax free transaction number is 45-70-0010K.