



**Purchase Order**

**CCC29934**  
**Cambridgeshire County Council**

Supply services as specified below to:

**Details**

<i>Start Date</i>	<i>End Date</i>	<i>Description</i>	<i>Cost</i>	<i>Frequency</i>

Purchased by \_\_\_\_\_ Signed \_\_\_\_\_

**Changes Authorised/Certified by**  
acting for Adults Finance Team - Authorisations on

As CCC do not receive invoices for this care we require signed approval of this purchase order to comply with audit requirements, please return a signed and dated copy of this form. Delays in return may result in delayed payment for services.

Name ..... Position .....

Signature ..... Date .....

Unless we hear from you within 14 calendar days it will be presumed that the rate and terms within this document are accepted.

**ORDER NUMBER** Please quote the order number on all delivery notes and invoices.  
**TENDER LIMIT** The total value of this order is subject to current tender limits.



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**CONTRACT** This purchase is subject to the Council's standard contract (if one exists) for this service.

**OFFICIAL ORDER** Council will not be responsible for Goods Supplied or Work Done unless covered by an Official Order signed by a Purchasing Officer.

**ORDER NUMBER** The Official Order Number must be inserted on Delivery Notes, Invoices, Credit Notes, Statements and all correspondence.

**ALTERATIONS** Any alterations in Quantity, Quality, Specifications and/or Conditions must be confirmed by the Purchasing Officer in writing.