

**TOWN OF TROPHY CLUB**1 Trophy Wood Drive
Trophy Club, TX 76262**PURCHASE ORDER****PO Number:** 22-00125**Date:** 05/18/2022**Request #:** REQ00989**Vendor #:** VEN02456**ISSUED TO:** Helen-Eve Lowe Beadle
8458 Howell Drive
Frisco, TX 75034-**SHIP TO:** Town of Trophy Club
1 Trophy Wood Drive
Trophy Club, TX 76262

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Professional Services - Town Planner	25,000.00		01-522-60500	25,000.00
					TOTAL	25,000.00

Approved By: _____ **Date:** _____

1. Original invoice plus one copy must be sent to: Town of Trophy Club, 1 Trophy Wood Drive, Trophy Club, TX 76262.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the Town.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The Town is exempt from all federal excise and state tax – ID# 75-2047474.

Finance Dept. (682) 237-2900 FAX (682) 237-2996