

# ECIP PURCHASE ORDER

## Clean, Tune and Evaluation/Repair Services

- Vendor Copy
- Applicant Copy
- Original

**PO NUMBER:** \_\_\_\_\_

**PO DATE:** \_\_\_\_\_

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

**Vendor Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Vendor Phone:** \_\_\_\_\_

**CAA Name:** \_\_\_\_\_

**CAA Address:** \_\_\_\_\_

\_\_\_\_\_

**Customer:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Authorized by:** \_\_\_\_\_

**CAA Phone:** \_\_\_\_\_

**CAA Email:** \_\_\_\_\_

**CAA Fax:** \_\_\_\_\_

### DELIVERY INSTRUCTIONS

**INSTRUCTIONS:** Please provide the authorized service(s) to the customer indicated above within the time prescribed by the CAA, but in any case no later than 48 hours from the time of the first request made by the CAA.

The value of the clean, tune and evaluate service shall not exceed: \$ \_\_\_\_\_

The value of the repair service(s) shall not exceed: \$ \_\_\_\_\_

Other instructions:

### VENDOR INSTRUCTIONS

Once the services have been rendered, Vendor must provide an invoice with the name of the Applicant, service address, account number (if applicable), date of service performed, description of the services performed, and amount being invoiced to the CAA listed above.

Payment will be issued to the Vendor within ten (10) business days from Community Action Agency's (CAA) receipt and approval of the Vendor's ECIP documentation.