



TENNESSEE TECHNOLOGICAL UNIVERSITY

OFFICE OF BUSINESS SERVICES
FACILITIES AND BUSINESS SERVICES BUILDING
P.O. Box 5041, 220 W. 10th St.
Cookeville, TN 38505-0001
Phone (931) 372-3491 Fax (931) 372-3727
www.tntech.edu/purchasing

PURCHASE ORDER

PO NUMBER MUST BE SHOWN ON ALL
INVOICES, PACKAGES AND
CORRESPONDENCE RELATED TO ORDER.

ISSUED TO: Cintas Document Management
1506 Breda Rd
Knoxville TN 37918

PO Number: P0003549
Issue Date: 09/01/09
Page No: 1
Delivery Date:

Please supply the following items or services in accordance with terms of your quotation, to TENNESSEE TECHNOLOGICAL UNIVERSITY
Cookeville, Tennessee. ALL DELIVERY CHARGES ARE TO BE PREPAID AND INCLUDED IN THE PRICES SHOWN UNLESS
OTHERWISE INDICATED BELOW. Cash discounts, when authorized, will be computed from the date of delivery or from the
date correct invoice is received, whichever is later.

SHIP TO:

SEND INVOICE IN DUPLICATE TO:

Table with 2 columns: SHIP TO (220 W 10th St, Cookeville TN 38505) and BILL TO (Tennessee Technological University, Cookeville, Tennessee 38505-0001)

TENNESSEE TECHNOLOGICAL UNIVERSITY IS AN EQUAL OPPORTUNITY, NON-RACIALLY IDENTIFIABLE, EDUCATIONAL INSTITUTION THAT
DOES NOT DISCRIMINATE AGAINST INDIVIDUALS WITH DISABILITIES.

Table with 5 columns: ITEM, QUANTITY, UNIT, DESCRIPTION, UNIT PRICE, EXTENSION. Description includes contract details for shredding services.

TOTAL: CONTINUED

The terms and conditions printed on the reverse side of this purchase order and any duly authorized change orders shall be the sole terms and
conditions that apply to this purchase and shall prevail over any subsequent terms and conditions set forth by the Vendor on invoices or in any
other manner, unless otherwise expressly agreed to in writing by the University.

ACCOUNTING INFORMATION:

AUTHORIZED SIGNATURE: [Signature] FOR TENNESSEE TECHNOLOGICAL UNIVERSITY



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SHIP TO:

SEND INVOICE IN DUPLICATE TO:

Table with 2 columns: SHIP TO (220 W 10th St, Cookeville TN 38505) and BILL TO (Tennessee Technological University, Business Office, Box 5037, Cookeville, Tennessee 38505-0001)

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Table with 5 columns: ITEM, QUANTITY, UNIT, DESCRIPTION, UNIT PRICE, EXTENSION. Row 1: 1, 10,000.00, LOT, Shredding Services, 1.0000, 10,000.00. Includes a TOTAL row and a DISCOUNT row.

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FOR TENNESSEE TECHNOLOGICAL UNIVERSITY