## Field Order A17-A Instructions

1. **Date Ordered** – Enter the month, day, and year the order was placed with the vendor.
2. **Field Order Number** – Enter the next number in sequential order assigned by SAFS.
3. **From** – Enter the agency’s official name.
4. **Ship To** – Enter the agency’s name and address the order item(s) will need to be mailed.
5. **To** – Enter the vendor’s name and address.
6. **Mail Invoice To** – Enter the address the invoice will need to be mailed.
7. **Item Number** – Starting with the number one, assign a number for each item order.
8. **Commodity Code** – Enter the commodity code for each item orded.
9. **Description** – Enter a description for each item order.
10. **Quantity** – Enter the quantity for each item ordered.
11. **Unit** – Enter the unit of measure for each item ordered.
12. **Unit Price** – Enter the price per unit for each item ordered.
13. **Total Cost** – Enter the total cost for each item ordered.
14. **Total** – Enter the total cost for all items ordered.
15. **Prepared By** – Enter the name of the person preparing the field order.
16. **Telephone Number** – Enter the phone number of the person preparing the field order.
17. **Date** – Enter the date the field order was created.
18. **Agency Approval** – Signature of the individual approving the acquisition.
19. **Date** – Enter the date the field order was approved.