



772 Corporate Circle • New Cumberland, PA 17070
717-774-3339 • FAX: 717-774-4463

Account Application revised 12.20.07

Department Name: _____

Department Contact Person: _____ Rank/Position: _____

Accounts Payable Contact: _____ Phone: _____

Department Phone Number: _____ Fax Number: _____

Email Address: _____

Department Billing Address: _____

Department Shipping Address: _____

Atlantic Tactical Salesperson: _____

Account Specifications (Please choose one of the following):

- ☐ No Purchase Order Required (Department will honor payment for purchases)
☐ Verbal Purchase Order Required (Department will honor payment for purchases)
☐ Written Purchase Order Required
☐ Other: _____

Account Restrictions:

Atlantic Tactical does NOT extend credit for personal purchases. All Purchases on this account will be for department use only and will be paid with Department Funds. For Sales Tax Purposes, personal purchase are prohibited.

- ☐ Allow Any Officer with Our Department to Charge to this Account without a PO
☐ Allow Only the Following Officers to Purchase Under this Account without a PO

☐ Other: _____

The below signed agree with the aforementioned conditions and certify information is accurate to the best of their knowledge.

Highest Ranking

Supervisor/Chief Signature: _____ Title: _____

Printed Name: _____ Date: _____

Treasurer/ Mayor Signature: _____ Title: _____

Printed Name: _____ Date: _____

- Both Signatures are required For any department requesting "Verbal PO" or "No Purchase Order Required"
- Effective 12/14/07, we will be processing checks electronically. Original checks will be secured for 30 days and then destroyed. Any questions or concerns, please contact accounts receivable.*