



Government Purchase Order Email Portal

PBStatePO@pb.com

Purchase Order Submission Required Information

Please complete form to ensure accuracy & timely response.

Date:

State or Agency Affiliated With:

Agency/Name:

Billing Address:

City, State, Zip:

Name of PB Government Account Agent if known:

Please provide at least one of the required account numbers below

BPN/Location Account Number (Account number found on your invoice)

Lease Account Number (Account number found on lease invoice)

Contact Information (Accounts payable)

Contact Phone Number

Contact Email Address

Purchase/Task Order #

Authorizer's Name

Check here If you require a counter signed copy. All signed Purchase orders will be sent to the contact email address that has been provided above.

Pitney Bowes cannot process purchase orders that have been submitted without a required account number. All purchase orders received without the required information via this email PBStatePO@pb.com can not be processed