

SCHOOL PURCHASE ORDER

VENDOR: WHITE
SCHOOL: YELLOW

Date: _____

Deliver By: _____

Deliver and Bill To: ↘

To:	
------------	--

CATALOG NO.	DESCRIPTION	QTY.	UNIT COST	TOTAL COST
TOTAL				\$

GRADE	DEPARTMENT	ACCOUNT	COST

- PURCHASE ORDER REGULATIONS**

 1. Purchase order not valid without signature of Dept. Head or Teacher and Principal.
 2. Purchase orders not filled by June 1st are automatically cancelled.
 3. No invoice should be sent until complete order is shipped.
 4. Backorders outstanding more than 90 days will be automatically cancelled.
 5. No C.O.D. freight charges.

Dept. Head or Teacher

I certify all items or services were received in a satisfactory condition in the quantity ordered except where noted.

Receiving Clerk
Date

Principal

Bookkeeper