PURCHASE ORDER

Date

Bill to: QUANAH INDEPENDENT SCHOOL DISTRICT

P.O. Box 150

Quanah, TX 79252

P.O. Number

To: ______________________ STAAR ma: Ship To: ______________________

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Fax: ______________________

Quantity	Item #	Description	Unit Price	Encumbrance Amount
			TOTAL	

Account Codes	Amount

Note to Vendor:

P.O. Invalid unless signed by Superintendent

P.O. Number MUST be shown on all invoices, packages, delivery tickets, etc.

No C.O.D. shipments will be permitted

Tax exempt from State Sales Tax # 75-6002282

Remarks

Tax exempt

Requested by	
Prin. Approval	
Acct Approval	
Supt Approval	