

# PARKSTON SCHOOL DISTRICT 33-3

## PURCHASE ORDER FORM

| COMPANY INFORMATION |                             |         | DATE: |
|---------------------|-----------------------------|---------|-------|
| NAME                | ADDRESS - CITY, STATE, ZIP: |         |       |
|                     |                             |         |       |
| PHONE               | FAX                         | WEBSITE |       |
|                     |                             |         |       |

|            |  |
|------------|--|
| DEPARTMENT |  |
| SHIP TO:   |  |
| NEED BY:   |  |

|  |                |
|--|----------------|
|  | SUPPLIES       |
|  | TEXTBOOKS      |
|  | SOFTWARE       |
|  | CAPITAL OUTLAY |
|  | OTHER          |

|                  |  |
|------------------|--|
| <b>Comments:</b> |  |
|------------------|--|

| Item Number | QTY | Description | Price           | Total |
|-------------|-----|-------------|-----------------|-------|
|             |     |             |                 |       |
|             |     |             |                 |       |
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|             |     |             |                 |       |
|             |     |             |                 |       |
|             |     |             |                 |       |
|             |     |             | <b>TOTAL</b>    |       |
|             |     |             | <b>SHIPPING</b> |       |
|             |     |             | <b>TOTAL</b>    |       |

REQUESTED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
(Principal or Dept Head)

DISAPPROVED BY: \_\_\_\_\_  
(Supt, Principal, Dept Head, or Bus Mgr)

| FOR OFFICE USE ONLY |  |             |  |
|---------------------|--|-------------|--|
| PO NUMBER           |  | ORDERED     |  |
| BUDGET ACCOUNT      |  | RECEIVED    |  |
| CHECKED IN BY       |  | BACKORDERED |  |
|                     |  | CANCELLED   |  |

Please print on green paper and turn in to the appropriate supervisor.