PURCHASE ORDER
BROWNSBORO INDEPENDENT SCHOOL DISTRICT

TO: _____

_____

_____

_____

SHIP TO:

CAMPUS _____

ATTENTION _____

PHYSICAL ADDRESS _____

BILL TO: (In duplicate)
Business Office
BROWNSBORO INDEPENDENT SCHOOL DISTRICT
P.O. BOX 465
BROWNSBORO, TX 75756

***FOR ACCOUNTING OFFICE USE**

- Date _____
- Purchase Order # _____

Tax Exempt # 17560002820

Purchase order number must be shown on invoice.

Purchase order number must be shown on outside of package.

Transportation charges should be prepaid and added to invoice. COD Shipments will **not** be accepted.

QUANTITY	DESCRIPTION	UNIT PRICE	PRICE EXTENDED
		Shipping/Handling	
BACK ORDERS NOT ACCEPTED		TOTAL	

Requested by: _____ Date_____

School Unit _____

Requisitioner please check appropriate items:

☐ Mail P.O. ☐ Return P.O. to Requisitioner ☐ Fax: _____

☐ Check requested - Date Needed _____

☐ Confirmation P.O. # _____

Upon receipt of merchandise, return copy to business office

Received _____ Date_____

Principal's Approval _____

Date _____

Budgetary code (s)

- Liquidate _____
- Accounting Approval _____

Authorized by: _____
Superintendent

WHITE-CUSTOMER COPY YELLOW-OFFICE COPY PINK-YOUR COPY GOLDENROD-RECEIVING COPY