

Local Purchase Order

Houston R-1 School District
 423 West Pine
 Houston, MO 65483
 417-967-3024

Purchase Order Date: _____
 Building/Teacher: _____
 Code: _____

Terms: *Tax exempt purchase*
Do not include sales tax
or Federal Excise Tax

This form must be signed by the principal (and the superintendent if amount exceeds \$ 1 00) and the store clerk before it will be approved for payment. Return this purchase order and the bill to your building level office for processing.

TO:	
Address:	

Quantity	Description	Price	Amount
	Total		

 Approved by Principal/Director

 Signature of Store Clerk

 Approved by Superintendent (If amount exceeds \$ 1 00)