

Houston R-1 School District
 423 W. Pine Street
 Houston, MO 65483
 Phone: (417) 967-3024

Purchase Order

To:	_____
Address	_____

FAX TO:	_____

Date: _____

P.O. Number: _____

Purchase order number must appear on all packing labels, cartons, packing slips, invoices, and correspondence

Requisitioned by: _____

Account Number: _____

This is a tax exempt purchase. Do not include Sales Tax or Federal Excise Tax.
 All goods must be billed at prices agreed. Prices must include delivery charges such as freight, parcel post, and express unless otherwise specified. Invoice must follow goods promptly. Bill each order separately.

Quantity	Item	Description	Price Per Unit	Amount
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Ship to the attention of:		(All purchase orders must have shipping cost)	Shipping	
at the above address			GRAND TOTAL	\$0.00

Authorized by: Principal/Director _____

Superintendent _____

This purchase order is not valid without purchase order number, building principal or director's signature and Superintendent's signature