

PURCHASE ORDER

BILL TO: WINSTON COUNTY BOARD OF EDUCATION
 P.O. BOX 9, 25101 HWY 195
 DOUBLE SPRINGS, AL 35553

Phone (205) 489-5018
 Fax (205) 717-3391

FUND	Classroom Instruction Other (Specify)

Vendor No. _____ Date: _____ Purchase Order No. _____

Account Code: _____

VENDOR INFORMATION		SHIPPING INFORMATION	
NAME:		SHIP TO:	
ADDRESS:		ADDRESS:	
CITY/STATE:		CITY/STATE:	
ZIP:	ATTN:	ZIP:	ATTN:
TELEPHONE:		TELEPHONE:	
FAX:		FAX:	
EMAIL:		EMAIL:	

PLEASE DELIVER INVOICE TO THE ADDRESS ABOVE. "SHIP TO" DESTINATION INDICATED ABOVE. DO NOT SHIP TO BOARD OF EDUCATION UNLESS INDICATED. ANY ITEMS NOT SHIPPED WITHIN 90 DAYS OF PURCHASE ORDER DATE WILL BE AUTOMATICALLY CANCELLED. THE WINSTON COUNTY BOARD OF EDUCATION IS EXEMPT FROM SALES TAX.

FEDERAL TAX IDENTIFICATION NO. 63-6001164 **DO NOT BACKORDER ITEMS. DO NOT EXCEED THE AMOUNT OF \$ _____**

QTY	ITEM NO.	DESCRIPTION OF ITEMS	UNIT PRICE	TOTAL
Shipping/Handling Charge				
Total Purchase Order Amount			\$	

Central Office Use:	
Vendor Info Checked _____	Order Placed _____
Budget Checked _____	Requestor Notified _____

Approvals:

Teacher/Requestor **Committee Chairman** **Principal** **Superintendent**