



**PURCHASE ORDER**  
**TAX ID # 38-1415405**

**ORDER TO:**

Company Name				Phone:	
				FAX:	
Company Address			City	State	Zip Code
<b>Page</b>	<b>Quantity</b>	<b>Stock Number</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Principal's Signature of Approval:</b>				+Total from Pg. 2 (See Reverse Side)	
Today's Date:		Budget Code:		Sub Total	
Order Placed Via:			Order Placed By:		Tax
<input type="checkbox"/> Internet <input type="checkbox"/> Phone <input type="checkbox"/> Renewal <input type="checkbox"/> FAX <input type="checkbox"/> Mail			<input type="checkbox"/> Teacher <input type="checkbox"/> Administrator		Ship & Handle
				TOTAL	

**SHIP & BILL TO:**

Teacher's Name: _____ <div style="text-align: center;">           St. Francis Xavier School            414 Michigan Street            Petoskey, MI 49770         </div>		<b>Ship Via:</b> <input type="checkbox"/> Parcel Post <input type="checkbox"/> UPS Next Day Air (Extra Chg.)
Purchase Order #: _____ <small>Purchase order # is today's date+ budget code (Ex.: 032507434031)</small>		<b>Ship Date:</b> <input type="checkbox"/> ASAP <input type="checkbox"/> After    /    /

Please show purchase order number on all correspondence, invoices,  
shipping papers and packages.

