PURCHASE ORDER

Date:

PO#:

Please obtain PO# from Sara Postings, Accounts Payable
spostings@tbcs.org or 425-898-1720 ext. 309

Vendor		**Ship To**	
Vendor Name:		Name:	
Street Address:		Address:	The Bear Creek School
City, ST Zip:			select address
Phone:			Redmond, WA 98053
Vendor Website:		Phone:	

Qty.	Item #	Description	GL Account	Unit Price	Line Total
				Subtotal:	
				Sales Tax:	
				Grand Total:	

Supervisor/Manager Approval (signature) Date