LA VEGA INDEPENDENT SCHOOL DISTRICT
400 EAST LOOP 340, WACO, TX 76705
(254)299-6700 • FAX (254)799-8642

Student/Campus Activity Funds Purchase Order

P.O. #

THIS NUMBER MUST APPEAR ON ALL PACKING SLIPS, INVOICES, ETC.

Tax I.D.#1-74-6000340

Vendor:		**Ship to:**	

INSTRUCTIONS TO VENDORS: • NO BACKORDERS ACCEPTED • PRICE INCREASES ABOVE 10% MUST BE APPROVED BY BUSINESS OFFICE • TRANSPORTATION CHARGES MUST BE PREPAID AND CHARGED TO THE INVOICE • ENCLOSE MATERIAL SAFETY DATA SHEETS • ALL MATERIALS MUST BE ASBESTOS FREE

Acct #	**Budget Account(s) to be charged:**	
1		**Date Goods/Svcs. Required:**
2		
3		
4		

Item	**Description**	**Qty.**	**Unit Price**	**Total Price**	**Business Office Only**
#1					
			Shipping		
			TOTAL		

☐ Mail purchase order
☐ Return purchase order to requestor
☐ Fax purchase order to:
Fax Number:

Requestor:

Date Requested:

Note to Organizations: • Submit in Triplicate to Business Office • Copy of approved P.O. will be returned to Organization • When order is complete and verified, sign and send receiving copy to Business Office for payment.

Organization Approval DATE	Final Approval DATE
Received By DATE	**THIS PURCHASE ORDER IS NOT VALID UNLESS PROPERLY APPROVED.**

INFORMATION: LA VEGA ISD IS A POLITICAL SUBDIVISION OF THE STATE OF TEXAS AND IS THEREFORE EXEMPT FROM STATE SALES TAX UNDER CHAPTER 20, TITLE 122AA, REVISED CIVIL STATUTES OF TEXAS (ART 20.04)(F)(4). FEDERAL AND STATE TAX EXEMPT NUMBERS DO NOT EXIST.

FOR SCHOOL USE ONLY.....Remit in triplicate.....FOR SCHOOL USE ONLY

Last update: 4/19/2021