



Santa Maria Bonita School District

Address all invoices to the Accounting Department:
 708 S Miller St
 Santa Maria, CA 93454
 (805) 361-8176 FAX (805) 349-9474

PURCHASE ORDER

NO. PO22-00161

VENDOR: #008465/1
 (701) 461-4249 FAX (701) 461-3736
 US Bank
 Corporate Payment Systems
 PO Box 790428
 St Louis, MO 63179-0428

SHIP TO: Warehouse
 708 South Miller Street
 Santa Maria, CA 93454
 (805) 361-8176

ITEM	QTY	UNIT	DESCRIPTION	UNIT COST	EXTENSION
			PO Date 07/08/2021 F.O.B. Ship Via Tax Rate 8.7500 Terms		
			Requisition # R22-00384 Requisition Date 07/05/2021 Requisitioner Marina Muscio Site HR Quote		
1	2	EACH	Hotel Please bring a signed copy of the Purchase Order with you and come to the Purchasing Office to check out a credit card. LODGING FOR BIJOU BELTRAN AND MELISSA MAXWELL FOR ACSA PERSONNEL INST. 9/29 - 10/1/21.	\$ 680.94	\$ 1,361.88
2	2	EACH	Fuel FUEL FOR RENTAL CAR. TO LONG BEACH AND RETURN.	150.00	300.00
3	2	EACH	Conference REGISTRATION FOR ACSA PERSONNEL INST. LONG BEACH, CA. SEPT. 29 - OCT. 1, 2021	549.00	1,098.00
4	2	EACH	Car Rental ENTERPRISE CAR RENTAL FOR BIJOU BELTRAN/MELISSA MAXWELL	300.00	600.00

IMPORTANT REMINDERS:

- Itemized invoices in duplicate.
- Enclose packing list with ALL shipments.
- No deviation in price or substitution in kind permitted.
- All deliveries F.O.B. destination unless otherwise specified. If freight is to be charged, prepay and add to invoice.
- THE LAW REQUIRES MATERIAL SAFETY DATA SHEETS FOR ALL TOXIC MATERIALS. PLEASE ENCLOSE WITH INVOICE.
- This Purchase Order number must be printed on all invoices, packing lists, correspondence, and on all boxes, cartons or packages.
- School districts are not subject to Federal Excise Tax. Exemption certificates furnished upon request.

THIS IS A SAMPLE PO ONLY

Order Sub-Total	\$	3,359.88
Sales Tax		293.99
Shipping		.00
Adjustment		.00
Order Total	\$	3,653.87

Void without authorized signature

Authorized Signature

ACCOUNT DISTRIBUTION	PERCENT	DOLLAR AMOUNT
01-0000-0-0000-7400-5220-000-7300-0000	100.00%	\$ 3,653.87

NO. PO22-00161