

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES, AND PAPERS

PELHAM BOARD OF EDUCATION

203 Matthewson Avenue
PELHAM, GEORGIA 31779
OFFICE: 229-294-8715
FAX: 229-294-2760

Inquiries 9:00 a.m to 4 p.m.

IF NOT SHIPPED WITHIN NINETY
DAYS, PLEASE CANCEL

(ALL BILLING TO ABOVE ADDRESS)

DATE	PURCHASE ORDER NO.

V Name:
E Address:
N City, State, Zip:
D Phone No:
O
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Fax No:

EXEMPT FROM STATE TAXES		TERMS F.O.B. DELIVERED	NO C.O.D. ORDERS ACCEPTED	REQUISITION NO.	
ACCT ID	QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	TOTAL
				SUBTOTAL	
				S & H	
				TOTAL	
FUND	ACCOUNT		AMOUNT		
				APPROVED BY: _____ PRINCIPAL / DEPT. HEAD	
				DATE _____	
				APPROVED BY: _____ SUPERINTENDENT	
				DATE _____	
			TOTAL		