

Laurens County School System

467 Firetower Road
Dublin, Georgia 31021
(478) 272-4767 Telephone
(478) 277-2619 Fax

Mr. Clifford Garnto, Superintendent
Dr. Ronda Hightower, Associate Superintendent

Dr. O.J. Hall, Associate Superintendent
Mr. Tim Passmore, Associate Superintendent

Verification of Orders

Purchase Order Number: _____

Name of Company: _____

School: _____

Name of Person Receiving Materials: _____

Please check each item listed on the Purchase Order against each item received. If an item was not received, please list below the reason why the item was not shipped (was the item cancelled or was the item placed on back order.) If all items have been received, please indicate in Category I.

Category I – Order Ready for Payment

Order is complete, please process for payment: _____ Yes _____ No

Category II – Items Not Received

Items not received but listed on Purchase Order	Reason (Back order/Cancelled)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Category III – Verifying Order

A. Person Verifying Order: _____

B. Date Order was Checked: _____

Rigor, Relevance, and Relationship Every Teacher, Every Student, Every Day