

**ONSLOW COUNTY SCHOOLS**  
**200 BROADHURST ROAD**  
**JACKSONVILLE, NC 28540**  
**PHONE: (910) 455-2211 FAX: (910) 455-1965**

**E-PROCUREMENT PO ATTACHMENT FORM**

DATE: _____	
PO NUMBER: <b><u>6</u> <u>7</u> <u>0</u> <u>0</u> <u>0</u> - - - - -</b> <i>(Must be 11 digits - ex. 67000600250)</i>	PHONE NUMBER: _____
VENDOR NAME: _____	FAX NUMBER: _____
ATTENTION: _____	

**MESSAGE:**

**THE PURCHASE ORDER REFERENCED ABOVE HAS ALREADY BEEN SENT TO YOUR COMPANY ELECTRONICALLY VIA THE STATE OF NORTH CAROLINA'S E-PROCUREMENT SYSTEM.**

**ON THAT ORDER, IT WAS INDICATED THAT AN ATTACHMENT WOULD FOLLOW BY MAIL OR FAX.**

**PLEASE ACCEPT AND PROCESS THE ATTACHED SHEETS FOR THE PURCHASE ORDER NUMBER REFERENCED ABOVE.**

<b><u>SHIP TO ADDRESS:</u></b>	
SCHOOL/DEPT: _____	PHONE NUMBER: _____
ATTN: _____	
ADDRESS: _____	FAX NUMBER: _____ <i>(Optional)</i>
CITY/STATE/ZIP: _____	E-MAIL ADDRESS: _____ <i>(Optional)</i>
<b>IF YOU HAVE ANY QUESTIONS ON THIS PO, PLEASE CONTACT:</b>	
NAME: _____	PHONE NUMBER: _____

**THANK YOU.**