

**VERBIAGE FOR THE LINE ITEM DESCRIPTION BOX FOR OPEN PO
FOR THE PURCHASE OF GOODS – FOOD, MERCHANDISE, ETC**

OPEN PURCHASE ORDER FOR (ENTER PURPOSE OF OPEN PO) FOR THE 2024/2025 FISCAL YEAR.
PURCHASE ORDER IS FOR SUPPLIES ONLY – NO EQUIPMENT OVER \$500 MAY BE PURCHASED – NO
TOXIC ITEMS MAY BE PURCHASED – EMPLOYEE MAKING PURCHASE IS RESPONSIBLE FOR MATERIAL
SAFETY DATA SHEET INFORMATION – PURCHASE ORDER EXPIRES 06/13/25

****PURCHASE ORDERS ARE ONLY VALID MONDAY-FRIDAY FROM 7:00AM-6:00PM****

AUTHORIZED SIGNATURES: (This info is mandatory for this type of Open PO)