

**VERBIAGE FOR THE LINE ITEM DESCRIPTION BOX FOR OPEN PO  
FOR SERVICES**

OPEN PURCHASE ORDER FOR   (ENTER PURPOSE OF OPEN PO)   FOR THE 2024/2025 FISCAL YEAR,  
PURCHASE ORDER IS FOR           (INDICATE TYPE OF SERVICE \*)           – PURCHASE ORDER EXPIRES  
06/13/2025

AUTHORIZED SIGNATURES (if required by vendor):

\*Examples of types of service would be repairs, maintenance, laundering, transportation, etc.