

[Current PO Version  
WHO, WHAT, WHEN, WHERE, WHY?]

**PURCHASE ORDER**

THIS NUMBER MUST APPEAR ON ALL  
INVOICES, PACKING SLIPS, PACKAGES AND  
CORRESPONDENCE. FOR P.O. QUESTIONS  
CALL 512-869-3020. BILLING ADDRESS IS:  
2951 WILLIAMS DRIVE  
GEORGETOWN, TX 78628



No. 20773

WHERE should this order be shipped?

SHIP TO LOCATION:

☐ Administration (Same as billing address)

Vendor: WHAT vendor is this for?

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Address: \_\_\_\_\_

☐ Gateway Tech High School  
2951 Williams Drive  
Georgetown, TX 78628

☐ Nolan Creek School  
505 E. Avenue C  
Belton, TX 76513

☐ Gateway College Prep School  
3360 Westinghouse Road  
Georgetown, TX 78626

☐ Kingsland School  
2112 W. RR 1431  
Kingsland, TX 78639

**\*\*Send PO Invoices to: 2951 Williams Drive, Georgetown, TX 78628\*\***

**\*\*BUSINESS OFFICE USE ONLY\*\***

ORDER SUBMITTED BY/DATE:

ORDERED		CATALOG ITEM #	DETAILED DESCRIPTION	RECEIVED DATE	UNIT PRICE	TOTAL EXTENSION
QUANTITY	UNIT					
			Use only one PO form per order.			
		#2	This form provides 13 lines for a detailed description of your items, if additional space is needed options are:			
			1. Make a copy of the preprinted PO before you start.			
			2. Write "See attached cart" on PO form and attach a copy of the cart.			
					SUBTOTAL	#3
Ordering Instructions (REQUIRED): #6 How will the business office place this order?			Make sure form is complete & legible		DISCOUNT IF APPLICABLE	#4
			ORDER COMPLETE & RECEIVED BY:		SHIPPING	#5
			ALL ITEMS RECEIVED- DATE:		TOTAL	

**FOR SCHOOL/DEPT USE ONLY**

REQUESTOR: WHO is requesting this order?

DATE REQUESTED: \_\_\_\_\_

SUBJECT: #7 WHY is this order needed?

#8 DATE NEEDED: WHEN is the order needed?

APPROVED BY: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

**FOR OFFICE USE ONLY**

APPROVED BY: \_\_\_\_\_









DATE APPROVED: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_

VENDOR NUMBER: \_\_\_\_\_

# Summary of Comments on Orenda PO- Minuteman Press Template Updated Aug 2024 Arial.xls

Page: 1

	Number: 1	Author: Susie.Hubnik	Subject: Sticky Note	Date: 7/29/2024 2:28:24 PM
Don't abbreviate the vendor name. For example, TAEA should be written out to Texas Art Education Association.				
	Number: 2	Author: Susie.Hubnik	Subject: Sticky Note	Date: 7/29/2024 2:28:13 PM
This form and the attachments you provide should include any details needed to place your order. If the item you are ordering has any options (height, width, length, size, color, font, etc...) be sure that this information is provided.				
	Number: 3	Author: Susie.Hubnik	Subject: Sticky Note	Date: 7/29/2024 12:01:59 PM
All orders must include the SUBTOTAL and TOTAL. Do not leave these blank.				
	Number: 4	Author: Susie.Hubnik	Subject: Sticky Note	Date: 7/29/2024 2:47:05 PM
Is there a discount or coupon code available for this order and/or vendor? If so, be sure to provide the expiration date, if applicable and allow time for approvals and order processing by the Business Office. Also, be sure that the discount/coupon code is legible. For example, is that 0 a Zero or a Capital letter O?				
	Number: 5	Author: Susie.Hubnik	Subject: Sticky Note	Date: 7/29/2024 12:50:58 PM
It is your responsibility as the requestor to include the shipping and handling costs for this order. Many websites include shipping estimates and/or calculators based on the delivery zip code. Some vendors have a flat rate shipping cost or charge a % of the order subtotal. Failure to provide this information will delay the processing of your order.				
	Number: 6	Author: Susie.Hubnik	Subject: Sticky Note	Date: 7/29/2024 2:28:31 PM
Be sure to include any information that the Business Office will need to send your order to the vendor and route the order to correct department/sales rep. * If you selected phone or fax number, provide the contact name and number. * If you selected email, provide the contact/sales rep name and email address. * If you selected online, provide the complete URL address, login instructions or navigation instructions (click by click if necessary to find the correct pages).				
	Number: 7	Author: Susie.Hubnik	Subject: Sticky Note	Date: 7/29/2024 2:48:12 PM
How will this order be used? What department is it for? Examples; MS Art classroom supplies, not Art Dept. GCPS maintenance supplies, not Facilities Schoolwide supplies, not Supplies C Brown Kinder classroom, not Classroom supplies SpEd Counseling supplies, not Counseling supplies Softball team supplies, not Athletic supplies MS Student Council Activity account, not Activity account <b>Why is this important?</b> This helps us determine the budget code for your purchase and can help us determine the type of funds being used (such as regular budget, federal grant or activity fund)				
	Number: 8	Author: Susie.Hubnik	Subject: Sticky Note	Date: 7/29/2024 2:52:13 PM
ASAP is not an acceptable response for the date needed. Provide a realistic date when this order is needed. Allow time for approval of this order, ordering by the Business Office and shipping/delivery. For deliveries, keep in mind holidays, breaks and weekends.				