Example Bus Request Format

PO DATE
08/10/2011

Clint Independent School District

ATTN: ACCOUNTS PAYABLE
14521 HORIZON BLVD.
EL PASO TEXAS 79928
EMAIL INVOICES TO: FINAPAR@CLINT.NET
FAX INVOICES TO (915) 926-4089
PHONE: (915) 926-4081

PURCHASE ORDER NUMBER
0010000760

VENDOR KEY : CLINT IS057
SHIP DATE : 08/10/2011
FISCAL YEAR : 2010-2011
ENTERED BY : MCELYLEL000

PRINTED 08/10/2011
Reprinted

VENDOR:
CLINT ISD BUS TRAVEL
DISTRICT BUSES
El Paso, TX 79928

PHONE: (915) 852-8383
FAX: (915) 852-8384

SHIP TO:
CLINT HIGH SCHOOL
12625 ALAMEDA
CHS
CLINT, TX 79836

ATTN: MR. HIGH

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	EA	BUS DATE: SEPTEMBER 28,2011 GROUP: GOLF TEAM DESTINATION: UTEP PICK UP TIME 3:00 PM / RETURN TIME 9:00 PM SPONSOR: MR HIGH ACCOUNT SUMMARY (FOR INTERNAL USE) ACCOUNT NUMBER — ACCOUNT AMOUNT 199 E 36 6494 00 001 0 99 000 — 5.00	5.00	5.00
			PAGE TOTAL	5.00
			TOTAL	5.00

30 days net pay.
Tax ID# 1-74-6000-522-0
Requisitions are not approved purchase orders and may not be accepted.
Back orders are not accepted, in the event that an item ordered is not available please contact the issuing department or campus immediately.
Substitutions will not be accepted.
Partial Payments will not be made, orders should be shipped complete.
Verbal orders or corrections to an approved Purchase Order are not to be accepted.

By accepting this purchase order you are agreeing to conditions stated above as well as the Clint ISD standard terms and conditions. For more information on the standard terms and conditions please visit http://www.clintweb.net/terms.