Example Check Request Format

PO DATE
08/10/2011

PRINTED 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
0040000737

VENDOR KEY : CLINE DO000
SHIP DATE : 08/10/2011
FISCAL YEAR : 2010-2011
ENTERED BY : MCELYLEL000

VENDOR:
CLINE, DONNA
DISTRICT EMPLOYEE
El Paso, TX 79928

SHIP TO:
CLINT INDEPENDENT SCHOOL DIST
PO BOX 779
CLINT, TX 79836

ATTN: DONNA CLINE

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
4	EA	STUDENT MEALS DATE: SEPTEMBER 28,2011 GROUP: UIL STUDENTS SPONSOR: DONNA CLINE ACCOUNT SUMMARY (FOR INTERNAL USE) ACCOUNT NUMBER — ACCOUNT AMOUNT 199 E 36 6412 00 004 0 99 000 — 32.00	8.00	32.00
			PAGE TOTAL	32.00
			TOTAL	32.00

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.