



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

To Be Completed by Requestor:

- Add to District PO Tracking Log
- Attach Documentation (cart, quote, order form, etc.)

1 VENDOR INFORMATION

Vendor: **What Vendor is this order for?**

Phone: _____

Fax: _____

Website: _____

Address: _____

Where should this order be shipped?

SHIP TO LOCATION: Administration (Same as billing address)

Gateway Tech High School
2951 Williams Drive Bldg 2
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

Westinghouse Sportsplex
3320 Westinghouse Road
Georgetown, TX 78626

No.

FOR VENDOR: Send Invoices by mail to: 2951 Williams Drive, Georgetown, TX 78628 or by email to: ap@orendaeducation.org

QTY	ITEM #	DETAILED DESCRIPTION	RECEIVED DATE	UNIT PRICE	TOTAL EXTENSION
		Use only one preprinted PO form per order.			
		2 This form provides 12 lines for a detailed description of your items, if you need additional space for the details and options:			
		1. Make a copy of the preprinted PO form before you start if you will need additional space.			
		-Or-			
		2. Write "See attached cart" on the PO form and attach 2 copies of the shopping list/cart.			
		Make sure that this form is complete and legible.			

(REQUIRED)
How to place this purchase order:

ORDER COMPLETE & RECEIVED BY: _____

ALL ITEMS RECEIVED- DATE: _____

SUBTOTAL	3
DISCOUNT IF APPLICABLE	4
SHIPPING	5
TOTAL	

- Fax:
- Phone:
- Email:
- Online:

Based on checked box, provide the relevant details & other info needed to place order:

6 How will the Business Office place this order?

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 this order needed?** _____

APPROVED BY: _____

DATE APPROVED: _____

FOR OFFICE USE ONLY

APPROVED BY: _____

DATE APPROVED: _____

BUDGET CODE: _____

VENDOR NUMBER: _____









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

ORDER SUBMITTED BY/DATE: _____

- FAX
- PHONE
- EMAIL
- ONLINE

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
Why is this important? 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.