Charles Henderson Middle School
Purchase Order

TO:

SHIP TO

Charles Henderson Middle School
800 Elm Street
P.O. Box 925
Troy, AL 36081

Attn: _____

Vendor No.: _____

P.O. No.: _____

Date of P.O.: _____

Ship order prepaid.

Date of Order: _____

Do Not Deviate From This Order Without Permission From School

QUANTITY	CATALOG NO.	ITEMS	PRICE EACH	TOTAL

P.O. Submitted by: _____

Total this page $_____

Activity: _____

TOTAL ORDER $_____

Bookkeeper: _____

Phone #: 334-566-5770

Fax #: 334-566-3071

Tax Exemption I.D. #: 55-3136

-PAID-
By Check No.: _____
Date: _____

Check when items/services received.

☐ _____ Initial _____ Date

Signature below certifies tax exempt status and approval for purchase.

_____
Principal