PURCHASE ORDER

AUBURN SCHOOL DISTRICT NO. 408

PURCHASING DEPARTMENT

PO NO.:

PO DATE:

VENDOR:

REQUEST DATE:

REQUESTED BY:

PRICING IS: FIRM ☐ ESTIMATE ☐ CONFIRMING ☐

CONTACT | **PHONE**

ADDITIONAL INFO:

SHIP TO:

MARK FOR:

FACILITY | WO#

VEHICLE

QTY	U/M	DESCRIPTION	UNIT PRICE	EXTENSION
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00

SPECIAL INSTRUCTIONS

Will Call ☐ **Shipping Included in Price** ☐

Prevailing Wage ☐

Fax to: _____

FREIGHT/HDLG	
ADMIN FEE	$ 0.00
TOTAL	$ 0.00
SALES TAX	$ 0.00
	10.50%
GRAND TOTAL	$ 0.00
CASH DISC.	$ 0.00
TOTAL	

REQ'N. NO. | COPY

APPROVALS:	APPROVALS:	APPROVALS:
ACCOUNT NO.:	FISCAL YEAR:	APPROVALS: