PURCHASE ORDER

Virden Community Unit School District No. 4
231 W Fortune Street
Virden IL 62690

Date:
Purchase Order #

This number must appear on invoices, claims, delivery memo packing slips, shipping labels and any correspondence.

COMPANY INFORMATION

Name:
Address
City, State, Zip
Phone #
Fax #

SHIP TO:
Virden High School
231 West Fortune Street
Virden IL 62690
Phone: (217) 965-4127
FAX: (217) 965-4006
Attention:
Customer Number

Quantity	Unit	Catalog #	Description	Unit Price	Amount
	EA				$ -
	EA				$ -
	EA				$ -
	EA				$ -
	EA				$ -
	EA				$ -
	EA				$ -
	EA				$ -
	EA				$ -
	EA				$ -
	EA				$ -
					$ -
					$ -
				TOTAL:	$ -

Authorized Signature:

ALL PURCHASE ORDERS MUST BE COMPLETELY FILLED-OUT AND RETURNED TO THE HIGH SCHOOL OFFICE!!!

Budget Number:

Any Special Instructions:

Payment
Date Received
Notes