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 Middle School
231 West Fortune Street
Virden IL 62690
Phone: (217) 965-3942
FAX: (217) 965-3124
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