

PURCHASE ORDER FORM

VIRDEN ELEMENTARY SCHOOL
 231 W. FORTUNE ST.
 VIRDEN IL 62690
 PHONE: 217-965-5424
 FAX: 217-965-4342

DATE _____ ACCOUNT NUMBER _____

PURCHASE ORDER NUMBER _____

COMPANY NAME AND ADDRESS

Fax: _____

Phone: _____

Attention: _____

Ship To:

Virден Elementary School

231 W. Fortune St.

Virден IL 62690

| Quantity | Item Number | Description of Item | Unit Price | Total |
|----------|-------------|---------------------|------------|-------|
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1. Please send two copies of your invoice.
2. Please notify us immediately if you are unable to ship as specified.
3. Send all correspondence to
Virден CUSD#4
231 W. Fortune St.
Virден IL 62690
217-965-3019 / 217-965-4226

Principal's Signature **Date**

Subtotal _____

Sales Tax - -*Exempt* - - _____

S & H _____

Other _____

Total _____