

Please fill out every box.

Sulligent High School

PURCHASE ORDER REQUEST

PLEASE PLACE AN "X" ON THIS LINE IF YOU NEED A PRINTOUT OF THIS PURCHASE ORDER:

Vendor:

Ship To:

Sulligent High School
661 Elm Street
Sulligent, AL 35586

Tax Exempt #
63-6000959

Date: _____

Purchase Order #: _____

Requested By:	Account/Account #

Quantity	Description	Unit Price	Total
NO BACK ORDERS ACCEPTED!!!		Subtotal	
		Tax	
		Shipping	
		Miscellaneous	
		Balance Due	

Teacher's Signature:

****Purchase Order Numbers will be assigned by 3:00 p.m. on the day this request is turned in.**