KNAPPA SCHOOL DISTRICT

Business Office
41535 Old Highway 30
Astoria, OR 97103
Phone: 503-458-5993   Fax: 503-458-6979

PURCHASE ORDER

Prepay	School/Dept.	Date Today	Confirming	Date Required

Complete	If PO is to be faxed Company Fax Number:	Attachment	Ship:
			FOB Destination

Vendor #	Please Include Purchase Order # on all Invoices and Correspondence	Purchase Order #	Principal Approval

TO:

SHIP TO: Knappa School District
Attn: Business Office
41535 Old Highway 30
Astoria, OR 97103

Quantity	Description/Catalog Numbers	Unit Price	Extended	Account # - KSD Use Only
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	Discounts			
	Shipping & Handling			
		TOTAL:	**$ -**	

Business Office Approval ______________________________