



AUGUSTA INDEPENDENT SCHOOL DISTRICT BOARD PURCHASE ORDER FORM

DATE: _____

BOARD ACCOUNT/DEPARTMENT: _____

PURPOSE: _____

NAME OF VENDOR: _____

ADDRESS OF VENDOR: _____

PHONE: _____ FAX _____ WEBSITE: _____

ITEMS SELECTED FROM: Website Catalogue. Catalogue #: _____ Other

QUANTITY	ITEM #	ITEM DESCRIPTION	UNIT COST	TOTAL COST
Total Purchase Order Cost				

REQUESTED BY _____ DATE _____

APPROVED BY _____ DATE _____

<p>Board Office Use:</p> <p>_____ = _____</p> <p>Org Object Project Amount</p> <p>_____ = _____</p> <p>Org Object Project Amount</p>	<p>Ordered via:</p> <p>___ Phone ___ Internet</p> <p>___ Fax ___ Mail ___ Other</p> <p>Date Ordered: _____</p> <p>Confirmation #: _____</p>
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