

## Vendor #

PO #

Sequence # \_\_\_\_\_

100 Learning Lane  
Americus, GA 31719

Date \_\_\_\_\_

Name of Vendor \_\_\_\_\_

ATTN: \_\_\_\_\_

Address of Vendor \_\_\_\_\_

Vendor City, State, Zip \_\_\_\_\_, \_\_\_\_\_

Vendor Fax \_\_\_\_\_

SHIP TO: Name \_\_\_\_\_

School/Dept \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Bill To: Sumter County Board of Education**

100 Learning Lane

Americus, GA 31719

(229) 931-8500 (Ph)

(229) 931-8611 (FAX)

### Initiator Must Indicate Funding Source and Expenditure Type

Funding Source: \_\_\_\_\_

Type of Expenditure:

**Funding Source:** \_\_\_\_\_

Type of Expenditure:

[illegible]

## NOTES TO VENDOR:

1. Invoice in duplicate.
2. Include packing information with merchandise.
3. Notify is immediately if unable to ship as specified.
4. Cancel items not shipped within 30 days of approval.
5. Expect only one check after all items are received or canceled.
6. PO number must appear on all invoices, packages, and papers.

Sub Total

## Shipping

Total Cost

Payment for the above items will be made from Public School Funds and is exempt from Sales Tax.

Requested by:

Recommended by: \_\_\_\_\_

Principal/Supervisor

Approved:

Denied:

Recommended by: \_\_\_\_\_

Director

(Assistant Superintendent)

Date \_\_\_\_\_

(Superintendent - If over \$500)

Date \_\_\_\_\_