

41535 Old Highway 30 Astoria, OR 97103

Phone: 503-458-5993 Fax: 503-458-6979

OFFICIAL BUSINESS OFFICE PURCHASE ORDER

	OFFICIAL BUSINESS OFFICE	PURCHASE (ORDER	
Required Fields	School/Dept.	Class Subjec	t	Date of Request
Required*				
Order has already been placed:	Order placed by:	Order Requested by:		Principal/Supervisor Approval
Order is reoccuring:	Purchase Order Purpose:	Date required by:		Purchase Order #
Ш				
TO: Vendor Name Billing Address FAX Number		SHIP TO: Knappa School District Attn: Business Office 41535 Old Highway 30 Astoria, OR 97103		
Quantity	Description & Link	Unit Price	Extended	Account # - KSD Use Only
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Quantity	Description & Link	Unit Price	Extended	Account # - KSD Use Only
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	Discounts			
	Shipping & Handling			
		TOTAL:	\$ -	

Please Void if No Business Office Approval.

Business	Office Approval	