

**PURCHASE ORDER**

**Williamsburg County School District**

423 School Street  
Kingstree, S.C. 29556

|                |       |
|----------------|-------|
| PURCHASE ORDER |       |
| VENDOR NO:     | _____ |
| ORDER          | _____ |
| DATE           | _____ |
| REQUIRED       | _____ |
| DATE           | _____ |

VENDOR

| CTL NO: | ACCOUNT NUMBER |  |  |  |  | AMOUNT |
|---------|----------------|--|--|--|--|--------|
|         |                |  |  |  |  |        |
|         |                |  |  |  |  |        |
|         |                |  |  |  |  |        |
|         |                |  |  |  |  |        |
|         |                |  |  |  |  |        |
|         |                |  |  |  |  |        |

PLEASE ENTER OUR ORDER AS FOLLOWS:

TOTAL: \_\_\_\_\_

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

INVOICE TO: \_\_\_\_\_

| QTY. ORD. | QTY. REC. | DESCRIPTION | PRICE | AMOUNT |
|-----------|-----------|-------------|-------|--------|
|           |           |             |       |        |
|           |           |             |       |        |
|           |           |             |       |        |
|           |           |             |       |        |
|           |           |             |       |        |
|           |           |             |       |        |
|           |           |             |       |        |
|           |           |             |       |        |
|           |           |             |       |        |

REQUESTED BY \_\_\_\_\_ DATE \_\_\_\_\_

PRINCIPAL/DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

FINANCE DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

ASST. FINANCE DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

|           |       |
|-----------|-------|
| SUBTOTAL  | _____ |
| SALES TAX | _____ |
| FREIGHT   | _____ |
| TOTAL     | _____ |

APPROVED  DISAPPROVED

|                    |      |
|--------------------|------|
| FOR COMPUTER ENTRY |      |
| INITIALS           | DATE |
|                    |      |

P. O. COMPLETED: YES  NO  RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_