



# PURCHASE ORDER - BUILDING LEVEL

North Scott Community School District

PO #

HS

Not valid over \$250.00

PO # (including alpha characters) must appear on all packages, invoices and correspondence.

x **VENDOR:** \_\_\_\_\_  
 Address (Line 1): \_\_\_\_\_  
 Address (Line 2): \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 FAX #: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Vendor ID (Central Off): \_\_\_\_\_

x **REQUESTED BY:** \_\_\_\_\_  
 Title/Position: \_\_\_\_\_  
 Building/Facility: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Purchase Order Date: \_\_\_\_\_

x **BILL TO:** North Scott Community School District  
 ATTN: Accounts Payable  
 251 East Iowa Street Federal ID #42-6023564  
 Eldridge, IA 52748-1910 Phone: 563-285-4819

x **AUTHORIZATION:** \_\_\_\_\_  
 Principal/Supervisor: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_

x **SHIP TO:** North Scott High School  
 200 South 1st Street  
 Eldridge, IA 52748 Phone: 563-285-9631  
 Attn: \_\_\_\_\_

x Terms and Conditions: (1) All delivery charges must be prepaid. (2) If order not acceptable exactly as written, return at once with explanation. (3) Ship most economical way unless otherwise indicated. (4) Prices and amounts shown are maximum authorized costs for this order. (5) Subject to the usual cash discount at the first regular meeting of the Board of Directors following receipt of invoice. (6) This contract is made subject to and incorporates the Iowa Fair Employment Practices Commission Equal Opportunity Clause. (7) If any products ordered contain a "listed" toxic chemical, a list of chemicals on an OSHA/MSDA sheet must be provided. These products must be shipped in containers properly labeled & carrying proper warnings. This excludes duplication of previous shipments where lists were provided. **NOT VALID OVER \$250.00.**

**This is a tax exempt purchase. Do not include state or federal taxes.**

Quantity Ordered	Description of Item and Catalog Page Number	Catalog/Product Number	Cost Per Unit	Total Product Cost	Cost of Freight	TOTAL COST	ACCOUNT CODE Fund Facility Function Prgrm Proj Object
			-	-		-	
			-	-		-	
			-	-		-	
			-	-		-	
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**NOT VALID OVER \$250.00**

x TOTALS

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White-Original   Green-Receiving   Yellow-Accounts Payable   Pink-Bldg Copy   Gold-Numerical File



White-Original   Green-Receiving   Yellow-Accounts Payable   Pink-Bldg Copy   Gold-Numerical File



# PURCHASE ORDER - BUILDING LEVEL

North Scott Community School District

PO # AR

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 Address (Line 2): \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 FAX #: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Vendor ID (Central Off): \_\_\_\_\_

x **REQUESTED BY:** \_\_\_\_\_  
 Title/Position: \_\_\_\_\_  
 Building/Facility: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Purchase Order Date: \_\_\_\_\_

x **BILL TO:** North Scott Community School District  
 ATTN: Accounts Payable  
 251 East Iowa Street Federal ID #42-6023564  
 Eldridge, IA 52748-1910 Phone: 563-285-4819

x **AUTHORIZATION:** \_\_\_\_\_  
 Principal/Supervisor: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_

x **SHIP TO:** Neil Armstrong Elementary  
 212 S Parkview Dr  
 Eldridge, IA 52748 Phone: 563-285-8223  
 Attn: \_\_\_\_\_

x  
 Terms and Conditions: (1) All delivery charges must be prepaid. (2) If order not acceptable exactly as written, return at once with explanation. (3) Ship most economical way unless otherwise indicated. (4) Prices and amounts shown are maximum authorized costs for this order. (5) Subject to the usual cash discount at the first regular meeting of the Board of Directors following receipt of invoice. (6) This contract is made subject to and incorporates the Iowa Fair Employment Practices Commission Equal Opportunity Clause. (7) If any products ordered contain a "listed" toxic chemical, a list of chemicals on an OSHA/MSDA sheet must be provided. These products must be shipped in containers properly labeled & carrying proper warnings. This excludes duplication of previous shipments where lists were provided. (8) All shipments of material are accepted subject to inspection and approval by the purchaser. Seller must pay transportation charges both ways on returned goods. **NOT VALID OVER \$250.00.**

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x TOTALS

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White-Original   Green-Receiving   Yellow-Accounts Payable   Pink-Bldg Copy   Gold-Numerical File









# PURCHASE ORDER - BUILDING LEVEL

North Scott Community School District

PO # \_\_\_\_\_

WH \_\_\_\_\_

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 Title/Position: \_\_\_\_\_  
 Building/Facility: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Purchase Order Date: \_\_\_\_\_

x **BILL TO:** North Scott Community School District  
 ATTN: Accounts Payable  
 251 East Iowa Street Federal ID #42-6023564  
 Eldridge, IA 52748-1910 Phone: 563-285-4819

x **AUTHORIZATION:** \_\_\_\_\_  
 Principal/Supervisor: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_

x **SHIP TO:** Edward White Elementary  
 121 South 5th Street  
 Eldridge, IA 52748-1546 Phone: 563-285-4544  
 Attn: \_\_\_\_\_

x  
 Terms and Conditions: (1) All delivery charges must be prepaid. (2) If order not acceptable exactly as written, return at once with explanation. (3) Ship most economical way unless otherwise indicated. (4) Prices and amounts shown are maximum authorized costs for this order. (5) Subject to the usual cash discount at the first regular meeting of the Board of Directors following receipt of invoice. (6) This contract is made subject to and incorporates the Iowa Fair Employment Practices Commission Equal Opportunity Clause. (7) If any products ordered contain a "listed" toxic chemical, a list of chemicals on an OSHA/MSDA sheet must be provided. These products must be shipped in containers properly labeled & carrying proper warnings. This excludes duplication of previous shipments where lists were provided. (8) All shipments of material are accepted subject to inspection and approval by the purchaser. Seller must pay transportation charges both ways on returned goods. **NOT VALID OVER \$250.00.**

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