

Grace King High School  
 4301 Grace King Place  
 Metairie, LA 70002

**SCHOOL PURCHASE ORDER**  
 JEFFERSON PARISH  
 PUBLIC SCHOOL SYSTEM  
 Tax Exempt #72-6000592

**PURCHASE ORDER**

No.

SHOW THIS NUMBER ON ALL PACKAGES, INVOICES, AND REFERENCES TO THIS ORDER.

Telephone Number (504) 888-7334

SUBMIT ALL INVOICES ACCOMPANIED BY SIGNED DRAY RECEIPT TO ABOVE ADDRESS.	BUDGET CODE Account Clerk Use Only	DATE 08/09/18	DATE REQUIRED
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VENDOR

OFFICE DEPOT

\*\*\*If you will be purchasing the items and will need reimbursement, you will put the vendor and your name.

SHIP

Telephone Number (504) 888-7334

DEPT./CLUB APPROVAL Sponsor or Dept Head (signature)	DEPT./CLUB NO. Club or Dept to be charged
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Item No.	Stock No.	Quantity	Description	Unit price	Amount
1	If available	1	File folders	7.99	7.99
2	bic456789	6	Blue pens	12.99	77.94
3	345887	1	Copy paper	3.49	3.49
<i>EXAMPLE</i>					

ORDER PLACED BY: John Smith (print)	DELIVERY HOURS:	<b>TOTAL ►</b>	89.42
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THE PRICES AND QUANTITIES OF THIS PURCHASE ORDER ARE FIRM. DELIVERY SHALL CONSTITUTE ACCEPTANCE OF PRICES AND QUANTITIES AND STATED HEREIN.

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_ AUTHORIZED SIGNATURE \_\_\_\_\_

COPIES TO: WHITE / VENDOR CANARY / FILE PINK / FILE / RECEIVING