



Purchase Order

From: **Yuma School District-1**
1115 S. Ash St.
Yuma, Colorado 80759
970-848-5831 970-848-2256 Fax

Purchase Order Number

Date Requisitioned

Fund Account Code

Fund Account Name

☐ Supplies

☐ Equipment

☐ Other

To:

Fax:

Ship To:

Attention:

IMPORTANT

The Above
Purchase Order Number
Must Appear On All
Invoices, Packages, Etc.

Our Tax Exempt Number is 98-03357-0000

Instructions, Terms and Conditions

1. Render separate invoices for each and every shipment. 2. Mail invoice to: **Yuma School District-1, 1115 S. Ash St., Yuma, Colorado 80759**. State or other taxes from which public schools are exempt shall not be shown on your invoice. (See tax exempt number above) 4. Packing lists showing purchase order number must accompany all shipments. 5. We reserve the right to reject any shipment not in accordance with our purchase order.

Quantity		Item #	Description	Unit Price	Total Price
Ordered	Received				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1	<input type="text"/>	<input type="text"/>	Shipping and Handling	<input type="text"/>	\$ 0.00

Do not forget to include Shipping and Handling when appropriate.

Total Price

\$ 0.00

Requisitioned by

Purchasing Agent

Principal or Supervisor

Superintendent