

# Washington County School District

121 W Tabernacle  
 St George, UT 84770  
 (435) 673-3553



Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

<i>Purchase From</i>	<i>Deliver To</i>	<b>Purchase Order</b>
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<b>Vendor Name</b>	<b>Deliver To Name</b>	Request # Date
<b>Attention To :</b>	<b>Attention To :</b>	Terms      Net 30

Mail	<input type="checkbox"/>	Fax	<input type="checkbox"/>
Hand Carry	<input type="checkbox"/>	Email	<input type="checkbox"/>

Product ID	Description	Quantity	UM	Unit Price	Amount

**Comments**

<b>Sub Total</b>	
0	
0	
<b>Invoice Total</b>	
<b>Freight</b>	
<b>Amount Paid</b>	
<b>Balance Due</b>	

\_\_\_\_\_  
 Signature of employee making purchase

\_\_\_\_\_  
 Authorized Signature / Administrator Approval