All invoices must be addressed to:

GRAVETTE SCHOOL DISTRICT NO. 20
609 BIRMINGHAM ST., SE
GRAVETTE, AR 72736-8701

THIS NUMBER MUST APPEAR ON ALL CORRESPONDENCE, INVOICES, SHIPPING PAPERS AND PACKAGES.

PURCHASE ORDER NO.

BUDGET CODING:

TO		SHIP TO	

DATE ORDERED	DATE WANTED	SHIP VIA	TERMS	Employee Name
		Best Means	Net 30	

PLEASE ENTER OUR ORDER FOR THE FOLLOWING – TO BE SHIPPED AS DIRECTED:

ITEM NO.	QTY.	DESCRIPTION	UNIT PRICE	AMOUNT
			TOTAL	
			TAX	
			S & H	
			GRAND TOTAL	

CONDITIONS

GOODS ARE SUBJECT TO OUR INSPECTION AND APPROVAL.
IF SHIPMENT WILL BE DELAYED FOR ANY REASON, ADVISE US IMMEDIATELY, STATING ALL OF THE NECESSARY FACTS.
TO AVOID ERRORS, NOTE SPECIFICATIONS CAREFULLY AND IF

BY _____ Date
Supervisor's Signature