

DJB-E

Requisition-Purchase Order

From: Lone Star School District 101
44940 County Road 54
Otis, Colorado 80743

Telephone
970/848-2778
Fax 970/848-0340

Purchase Order No. _____

Date Issued _____

Fund No. _____

Department _____

Supplies Equipment Other
(Circle One) _____

To: _____

Ship to: Lone Star School
44940 County Road 54
Otis, Colorado 80743

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

Attn: _____

Our Tax Exempt Number is 9801569

Instructions, Terms, and Conditions

1. Render separate invoices for each and every shipment.
2. Mail invoice to: Lone Star School District 101, 44940 County Road 54, Otis, Colorado 80743.
3. 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		Unit	Description	Unit Price	Total
Ordered	Received				
Total					

Business Manager _____

Requisitioned by _____

Superintendent _____