

**VENDOR**

SHOW P.O. NUMBER ON ALL SHIPPING CONTAINERS,  
PACKING LISTS, CORRESPONDENCE, AND INVOICES

1. All purchases are FOB unless otherwise specified.
2. Invoice must be rendered in duplicate.
3. All shipments of material are accepted subject to inspection and approval by the purchaser. Seller must pay transportation both ways on returned goods.
4. The District is not subject to federal or state sales taxes.
5. This order is subject to sellers usual discount terms.
6. To be valid, all purchases must be made on this form and bear the signature of the Purchasing Director/Agent.

SHIP TO

DATE OF ORDER	VENDOR NO.	TERMS	ACCOUNT NO.	DELIVERY	FINANCE USE ONLY
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Sales Tax Exemption: 85-8012621945C-9 Expiration Date: October 31, 2022					

**FOR PROMPT PAYMENT ALL INVOICES**  
☐ **MUST BE ITEMIZED IN DUPLICATE**  
☐ **MUST SHOW PURCHASE ORDER NUMBER**  
☐ **MUST SHOW FEDERAL ID NUMBER OR S.S. NUMBER**  
**MAIL INVOICE:**  
**BACK TO SHIPPING ADDRESS.**

**This Order Not Valid Unless Signed**

Principal / Bookkeeper