PURCHASE ORDER

INVOICE IN DUPLICATE TO:

RICHLAND PARISH SCHOOL BOARD

P.O. BOX 599

RAYVILLE, LOUISIANA 71269

Phone 318-728-5964 FAX 318-728-6366

P.O #

VENDORS: S	SHIP PREPAID TO THE A	DDRESS LISTED BEI	LOW P.O #			
Requisition	#	Date	ORDER FOR			
TO:			SCHOOL/DEPT			
TO: CITY, STATE, ZIP SHIP TO: Richland Parish School Board 411 Foster Street Rayville, Louisiana 71269			Fund (Circle one): General Fund, Title 1, Title I C/O, Title 2, Title 2 C/O, Title 4, Title 6, Vo Ed (Carl Perkins), VoEd (Local)., Sales Tax Reserve, Sales Tax Distr., School Lunch, Pupil Appraisal, Sp Ed. PreSchool, Sp Ed. I.D.E.A., Sp Ed Infant/Toddler, Sp Ed Ext School Year, Const District # 8 g Program Other Programs			
Qty	Stock Number	I	tem Description	Unit Price	Total Price	
			2			
Comments: Purchase Order number must appear on all invoices, delivery			all invoices,_delivery tickets, bills, etc.	Total		
rincipal _		Date	Business Manger		_Date	
upervisor Date			Superintendent	Date		
aipment I.D. Tag No.			Fund Code Number:	Fund Code Number:		

Comments: All Purchase Orders must be signed by the Principal to be valid. Any item purchased without an approved P.O. will not be paid by the school.