



**Eureka Union Elementary School District**

**PURCHASE ORDER**

**NO: PO24-00860**

**DATE 03/13/2024**

BUSINESS DEPT  
 5455 EUREKA RD  
 GRANITE BAY, CA 95746  
 (916) 774-1228 FAX (916) 791-5527

**SHIP TO:**

Business  
 5455 Eureka Road  
 Granite Bay, CA 95746  
 Phone: (916) 774-1228

**IMPORTANT INSTRUCTIONS TO VENDOR**

1. Itemized INVOICES in Duplicate.
2. Enclose PACKING LIST (including PO #) with ALL shipments.
3. Deviation in PRICE or SUBSTITUTION in kind only permitted with APPROVAL.
4. All deliveries F.O.B. Destination unless otherwise specified. If freight is to be charged, prepay, and add to invoice.
5. THE LAW REQUIRES MATERIAL SAFETY DATA SHEETS FOR PRODUCTS ON THIS ORDER. PLEASE ENCLOSE WITH INVOICE.
6. No Payments will be made until ENTIRE order has been completed and accepted, unless special arrangements are made.

ORDERED FROM: \_\_\_\_\_ Fax: \_\_\_\_\_

Tech to School  
 2002 Martin Ave.  
 Santa Clara, CA 95050

Phone: \_\_\_\_\_

ORDER LOCATION		ORDER TYPE		REQUISITIONER	REQUISITION #
0007 - Business		PO without receiving		Chris Vitale	VR24-00865
DATE REQUIRED	F.O.B.	TERMS OF PAYMENT	SHIP VIA	BUYER	RPQ #
ITEM	QTY	UNIT	DESCRIPTION	UNIT COST	EXTENSION
1	1	EACH	Hardware Repair - Invoice MTS76732	108.00	\$108.00
				Order Sub-Total	\$108.00
				Sales Tax	.00
				Shipping	.00
				Adjustment	.00
				<b>Order Total</b>	<b>\$108.00</b>

AUTHORIZED BY:

*M. Muscadero*

**Vendor**