



ST. ANNE-PACELLI CATHOLIC SCHOOL

2020 Kay Circle
Columbus, Georgia 31907
706.561-8232 Fax: 706.563-0211

Purchase Order

No. 9803

Vendor/ Payee Tech to School

Number must appear on all correspondence, invoices, shipping documents and packages

Date: <u>5/17/21</u>		Contact: <u>Sorrell</u>	Goods Needed by: <u>8/1/21</u>	Date payment expected:
Quantity	Description and specifications	Ledger Account	Amount	
<u>6</u>	<u>2021 Teacher Grants Claire Moyer ipads</u>	<u>Home + Sch Gifts to School 2550.80</u>	<u>1794.00</u>	

Pay vendor by check credit card

Special instructions Russ approved
items + cost - he will
order

Date Requested: 5/17/21 Date approved: _____
Requested by: R Moyer
Department Approval: Sorrell
Business Office: [Signature]
Principal: Ronnie Collins
President: _____

Please send all invoices and billing requests directly to the attention of the **business manager**. Do not send invoices to coaches, teachers, or other staff.