

**St. Edmond Catholic School**  
 2220 4th Avenue North  
 Fort Dodge, IA 50501  
 Telephone: 515.955.6077



# PURCHASE ORDER

*Billing questions, invoices and statements please email to: lawlert@st-edmond.pvt.k12.ia.us*

Date \_\_\_\_\_ Purchase Order Number \_\_\_\_\_

Purchased From:

Ship To:

Terms: Net 30 Days  
 Tax Exempt No: 42-0761065

## Order Details

| Item Description | QTY | Unit Price | Price |
|------------------|-----|------------|-------|
|                  |     |            |       |
|                  |     |            |       |
|                  |     |            |       |
|                  |     |            |       |
|                  |     |            |       |
|                  |     |            |       |
|                  |     |            |       |
|                  |     |            |       |
|                  |     |            |       |

Reason: \_\_\_\_\_

Location:    SE       SEMS       GS

Order Date: \_\_\_\_\_

Ordered by: \_\_\_\_\_

|          |  |
|----------|--|
| Tax      |  |
| Shipping |  |
| Total    |  |

Department

General: \_\_\_\_\_

Activity: \_\_\_\_\_

Requested by: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Principal: \_\_\_\_\_