

Today's Date

IMMANUEL SCHOOLS
PURCHASE ORDER

PO Number
13184

7/17/2020

Ordering/Purchasing will be done by authorized Directors and Administrators only (or their designee)

VENDOR:

ACCOUNTING:

Business Office Use Only:

Name <u>Amazon / Tech To School</u>	K-6	<u>7/8</u>	<u>9/12</u>	District K/12
Address _____	GL# _____	Tag _____		
City _____	GL# _____	Tag _____		
State _____ Zip Code _____	Split: YES NO			
Phone _____	GL# _____	Amount _____		
Website _____	GL# _____	Amount _____		

Purpose/Event/Activity/Account:

Quantity	Description of services / order / purchase	Unit Price	Total Price
<u>50</u>	<u>refurbished ipad 5 32 GB</u>	<u>239.00</u>	
	<u>24 March</u>		
	<u>24 Sublimes</u>		

[Signature] 7/17/20
Spending Requested by (signature) date

[Signature] 7/20/20
Spending Approved by (signature) date

Subtotal: _____
Taxes: 1,107.00
Shipping: _____
Total: 13,104.50

- *****
1. Submit PO to Director/Administrator for approval (please submit at least one week in advance)
 2. Once approved; Director/Administrator will complete (or delegate) the ordering process and **attach a copy of the order confirmation receipt to the PO**
 3. Pink copy returned to original requestor
 4. White copy, Yellow copy and Order Confirmation turned in to the Bookkeeper
- *****

Delegated ordering authorization to: _____

Ordered by: _____ Ordered date: _____