



**CHARLOTTE
PREPARATORY
SCHOOL**

Purchase Order, Check Request, Reimbursement, Petty Cash

Prior Approval by Supervisor is Required. Checks are issued on Monday only.
Requests must be received in BO by Noon Friday for a check to be issued on Monday.
Attach ALL original receipts to the back of this printed form. Do not email form to BO

P.O. # 081020JS
If necessary: Date & Your Initials (e.g. 120712RA)

Today's date: 8/10/2020

Your Name: Jeanette Stiles
To be ordered by

Vendor Name, Address & Phone
Address & Phone not required if on Backup

Mac to School
1530 Montague Expwy
San Jose, CA 95131
904-826-6961

Payment Method - Please Check One	
<input checked="" type="checkbox"/>	Invoice to be Rcvd
<input type="checkbox"/>	School Credit Card
<input type="checkbox"/>	Check Issued Now
<input type="checkbox"/>	Reimbursement
<input type="checkbox"/>	Petty Cash

ALL TRANSACTIONS MUST BE APPROVED BEFORE ORDERING

Quantity	Description	Unit Price	Amount
2	iPad 5, 32 GB Wi-Fi Only - MP2F2LL/A (2nd Stock, 10-Pack)	219	\$ 438.00
			\$ -
			\$ -
			\$ -
			\$ -

Total	\$ 438.00
Sales Tax	
Shipping Charge	
Grand Total	\$ 438.00

Approved By	
Signature:	<i>Jeanette Stiles</i>
Date Approved:	8/10/2020