



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. # 090321JS

If necessary: Date & Your Initials (e.g. 120712RA)

Today's date: 9/3/2021

Vendor Name, Address & Phone

Address & Phone not required if on Backup

Your Name: Jeanette Stiles

To be ordered by

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
1	iPad 9.7-Inch 6th Gen (Wi-Fi) - MR7F2LL/A	259	\$ 259.00
			\$ -
			\$ -
			\$ -
			\$ -

Total	\$ 259.00
Sales Tax	
Shipping Charge	
Grand Total	\$ 259.00

Approved By	
Signature:	<i>Jeanette Stiles</i>
Date Approved:	9/3/2021