

TELEPHONE  
978-649-7488

FAX  
978-649-7199

PURCHASE ORDER  
TYNGSBOROUGH PUBLIC SCHOOLS

TYNGSBOROUGH, MA 01879  
TAX EXEMPT #04-6001328

THIS ORDER NUMBER MUST APPEAR  
ON ALL INVOICES, PACKING LISTS,  
AND PACKAGES

ORDER  
NUMBER

15855

SEND INVOICES TO:  
TYNGSBOROUGH PUBLIC SCHOOLS  
SUPERINTENDENT'S OFFICE  
50 NORRIS ROAD  
TYNGSBOROUGH, MA 01879

*J 7/15/2022*

TO: TECH TO School

*DJP*  
*7/15/22*

SHIP  
PREPAID  
TO

TECH DEPT  
TYNGSBOROUGH MIDDLE School  
50 NORRIS RD  
TYNGSBOROUGH MA 01879

DATE OF REQ.	REQUISITIONED BY	DATE OF ORDER	ACCOUNT TO BE CHARGED		
7/15/22	JAMIE MILNE		COMP REPLACE CYCLE		
QUANTITY	DESCRIPTION	UNIT PRICE	REC'D ✓	AMOUNT	
2	1MAE 21.5" i5	549		1098	
	CREDIT BALANCE APPLIED			-880	
		AMOUNT DUE		<u>218</u>	

**INSTRUCTIONS TO VENDOR:**

1. ISSUE BILLS FOR EACH PURCHASE ORDER SEPARATELY, DO NOT BILL TWO OR MORE ORDERS ON SAME INVOICE.
2. INVOICE **MUST** SHOW NUMBER OF UNITS AND UNIT PRICE FOR EACH ITEM.
3. SHIP ALL GOODS **PREPAID**.
4. ORDER NUMBERS **MUST** APPEAR ON INVOICE.

NO BILL WILL BE APPROVED FOR PAYMENT UNLESS THESE INSTRUCTIONS ARE CARRIED OUT.

THIS PURCHASE ORDER IS NOT VALID UNLESS SIGNED BY SUPERINTENDENT OF SCHOOLS.

TYNGSBOROUGH PUBLIC SCHOOLS

BY *[Signature]*  
SUPERINTENDENT OF SCHOOLS