



MANCOS SCHOOL DISTRICT RE-6

Bill to: Accounts Payable
395 West Grand Avenue
Mancos CO 81328
Phone: 970-533-7748
Fax: 970-533-7954
E-mail: cmiller@mancosre6.edu

P.O. #

IMPORTANT: show this Purchase Order No. on Invoice and on the outside of each package and carton.

PURCHASE ORDER

Vendor: (company or person check should be made payable)

Deliver to:

Date Issued:	Deliver Date:	Fund

Quantity/ Unit	Catalog/ Item #	Description	Discount %	Unit Price	Total

- Instructions to Vendors:
1. An Invoice for the correct amount due must reach our business office not later than the 25th day of the month to receive payment in the following month.
 2. Each shipment must be covered by separate invoice.
 3. If shipment cannot be made as requested, notify us at once.

Colorado Tax ID No. 98-03430
 Federal Tax ID No. 84-6001694

Subtotal	
State Sales Tax	Exempt
Federal Excise Tax	Exempt
Shipping	
TOTAL	

I certify that there is sufficient money available in the within named fund and for the purpose of this purchase.

 Superintendent or Business Manager

 Building Principal or Department Head