

# PURCHASE ORDER

**P.O. #**

## Instructions to Vendors

1. Please send two copies of your invoice
2. Please notify us immediately if you are unable to ship as specified
3. State Tax No. 98-03318-000. Federal Tax ID 84-0529518
4. Call District if order is still incomplete after 60 Days

[illegible]

DO NOT SEND ANY CREDIT CARDS TO THE DISTRICT OFFICE THROUGH THE INTER-DEPARTMENT MAIL. THEY NEED TO BE RETURNED IN PERSON.