## **Dolores Schools**

# **PURCHASE ORDER**

100 N 6th Street P.O. Box 727

Dolores, CO 81323 Phone: 970-882-7255 Fax: 970-882-7685

DATE	
P.O. #	

#### **VENDOR**

#### **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

PO DATE	DELIVERY DATE	FUND	ACCOUNT #		
			HS/MS office supplies		
ITEM #	DESCRIP	TION	QTY	UNIT PRICE	TOTAL
				SUBTOTAL	
				S & H	
		_		OTHER	
Director/Principal	Date	Date		TOTAL	
Authorized by	Date				

### Instructions for Teachers

- 1: A PO signed by your supervisor/director must be filled out and turned in at the District Office prior to a credit card being issued.
- 2: When card is issued, it must be returned within 3-5 business days
- 3: When returning the credit card, make sure the receipt is with the card.
- 4: The receipt must have the name of who checked it out and the group that used it written somewhere on it
- 5: Do not leave the credit card on a desk. It must be handed to a member of the Finance Department (Anndi, Shelly or Monica)

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