

# PURCHASE ORDER

PO#:

Notus School District 135  
Superintendent of Schools

**Bill to:**

25257 Notus Road  
Caldwell, ID 83607

Phone: (208) 459-7442

**Ship to:**

25257 Notus Road  
Caldwell, ID 83607

Fax: (208) 453-1027

Vendor Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Website/Fax: \_\_\_\_\_

Date: \_\_\_\_\_

Requesting Party: \_\_\_\_\_

**NOTE to Requesting party:** A new purchase order is required for each Vendor.

FUND CODE	Quantity	Item Number & Description	Unit Price	Amount
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
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				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
<b>PO Total:</b>				<b>\$0.00</b>

**Notes to Vendor:**

1. Invoice and bill in duplicate to Notus School District 135. Please reference PO number.
2. DO NOT substitute without approval of purchaser.
3. On shipments other than FOB Notus, Idaho PREPAY charges and add to invoice. Please attach copy of paid express or freight bill to the invoice.
4. Shipments not received by the date required may be cancelled by the purchaser without penalty.
5. No charges for packing of containers will be allowed unless specified in the order.
6. This order is not subject to state sales tax (Idaho Regulation 52) or Federal excise tax. Exemption Certificates will be furnished upon request.
7. Partial shipments accepted for 45 days. Consider order cancelled thereafter unless extension approval is obtained.

Authorizing Signature: \_\_\_\_\_