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| **<School Name>** Address & Contact No. | | | | | |  | **SCHOOL PURCHASE ORDER** | | | | | | | | | | |
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|  |  | | | | | | **Date:** | **mm/dd/yyyy** | | | |
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| **CUSTOMER** | | | | | **BILL TO** | | | | | | | **DELIVER TO** | | | | | |
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| **START DATE** | | **CANCEL DATE** | **ORDERED BY** | | | | | **SHIPPED VIA** | | | | **FOB** | | | | **TERMS** | |
| mm/dd/yyyy | | mm/dd/yyyy |  | | | | |  | | | |  | | | |  | |
| **Unit** | **Description** | | | | | | | | | | | | **Unit Price ($)** | | | **Amount ($)** | |
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| **APPROVED BY** | | | | | | | | |  |  | **Subtotal ($)** | | | |  | |  | |
|  | | | |  | | | | |  |  | **Sales Tax (%)** | | | |  | |  | |
| **AUTHORIZED SIGNATORY** | | | | **DATE** | | | | |  |  | **Total Amount ($)** | | | |  | |  | |