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| **<School Name>**Address & Contact No. |  | **SCHOOL PURCHASE ORDER** |
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|  |  |  |  |  |
|  |  | **Date:** | **mm/dd/yyyy** |
|  |  |  |  |
| **CUSTOMER** | **BILL TO** | **DELIVER TO** |
|  |  |  |
| **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 ($)** |  |  |
|  |  |  |  | **Sales Tax (%)** |  |  |
| **AUTHORIZED SIGNATORY** | **DATE** |  |  | **Total Amount ($)** |  |  |