

# Worthington Independent School District 518 Purchase Order

Account Code

Invoice #


Date:

PO#

Vendor#

Company Name :			
Address :			
City:	State:	Zip:	
Phone :	FAX:		

**Invoice only to:**

**Ship To:**

Independent School District 518		School	
Administration Office		Dept	
1117 Marine Ave.		Address	Phone
Worthington, MN 56187		City	State Zip

PAYMENT TERMS: Invoices are approved for payment on the fourth Tuesday of the month. Claims for payment must be received and processed for payment by the first of each month. Claims received after the first will be paid the month following. No penalty for late payment will be paid for claims less then 60 days after the receipt of invoice/goods/services

Ship prepaid via best way unless otherwise indicated

Material on this order is exempt from  
Federal Excise Tax and State Tax

Tax Exempt Number 9005211

Part Number	Quantity	Description	Unit Price	Amount
Freight/Delivery Charge				
You Are Authorized to furnish the article listed at the Prices shown and at the time and place herein specified			TOTAL	

Ordered By:\_\_\_\_\_

Authorized By:\_\_\_\_\_