

BRAZOS SCHOOL FOR INQUIRY & CREATIVITY

District Tax ID #31-1608946

Accounts Payable & Bill to Address:

410 Bethel Lane

Bryan, TX 77802

Ph: 979-775-2152 Fax: 979-774-5039

PURCHASE ORDER

DATE: _____ PURCHASE ORDER NO. _____

Vendor _____

Address _____

Ship to ONLY Address _____

PURPOSE	QUANTITY	DESCRIPTION AND ITEM #	UNIT PRICE	TOTAL AMOUNT
<input type="checkbox"/> PLANNED INSTRUCTION				
<input type="checkbox"/> OFFICE SUPPLY				
<input type="checkbox"/> TEACHER SUPPLY				
<input type="checkbox"/> JANITORIAL SUPPLY				
<input type="checkbox"/> BUILDING REPAIR				
<input type="checkbox"/> OTHER				
CAMPUS				
<input type="checkbox"/> 001-BRYAN				
<input type="checkbox"/> 102-TIDWELL				
<input type="checkbox"/> DISTRICT				
			SUB-TOTAL	
			SHIPPING/DELIVERY	
			TOTAL	

The District Administration Office places all orders unless there are special circumstances – but Approval will still be needed for all orders regardless of amount.

Turn in packing slips and any invoices that you may receive to District

Instructions or circumstances; (please check one box)

There are no special circumstances, please place order.

Please write a check and return to: _____

There are special circumstances and this order will be placed by: _____

Comments: _____

The order has been placed by:

- Fax Online
- Mail Phone
- Store e-mail

By: _____

Date: _____

Originator

Date

Department/Campus Supervisor

Date

Superintendent

Date