Ralston Schools Foundation

PURCHASE ORDER

****Please fill out one PO form per vendor****

Editable Version: RalstonSchoolsFoundation.org/TeacherGrants

Name:

Building:

Grant:

Principal Signature:_____

DATE

For Office Use:
Budget Code:
Grant Total:
Grant Balance (after PO):

Please order the following items from:

Company:

Address:

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL

Remarks / Instructions:

SUBTOTAL		
TAX	**7.00%**	
SHIPPING / HANDLING		
OTHER		
TOTAL		

Please Submit PO to your designated point of contact

Dr. Cecilia Wilken, Dr. Tiffanie Welte, Missy Stolley, or Dr. Josh Wilken

THANK YOU

For questions concerning this purchase order, please contact

Katy Core - kcore@ralstonschools.org

DATE		CONTACT SIGNATURE	