


6. When ordered items are received or services are completed to your satisfaction, sign off on the yellow PO copy in the Verification of Goods box and send into accounts payable. Accounts payable needs the yellow copy to process payment of invoices.

PURCHASE ORDER Page 1 of 1



**SEND ALL INVOICES
IN DUPLICATE TO:**
MARGARETTA BOARD OF EDUCATION
305 S. WASHINGTON ST.
CASTALIA, OHIO 44824
(419) 684-5322

DATE
08/19/21

PURCHASE ORDER NO.
18455

These numbers must appear on all letters, invoices, Shipping Notices, Bills of Lading, Express Receipts and Packages.
PLEASE ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF THIS ORDER

TO: STAPLES BUSINESS ADVANTAGE
500 STAPLES DRIVE
FRAMINGTON MA 01702

VENDOR NO.
559

DELIVER TO: MARGARETTA BOARD OF EDUC
305 S WASHINGTON STREET
CASTALIA OH 44824

QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.000		3RD GRADE SUPPLIES	233.5400	233.54
INTERNAL COPY				
TOTAL				233.54

FUND	FUNC	OBJ	SPCC	SUBJ	OPU	IL	JOB	AMOUNT
001	1110	511	0000	180000	003	03	200	233.54

VERIFICATION OF RECEIPT OF GOODS

Partial Payment

Order Complete

Items Being Ordered (Circle)

Material Checked by: B. P. [Signature]

Date: 8/30/21

Return to Treasurer's Office Upon Completion

TAX EXEMPT

THIS ORDER IS VOID UNLESS TREASURER'S CERTIFICATE IS SIGNED

It is hereby certified that the above amount required to meet the contract, agreement, obligation, payment or expenditure of the above, has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in process or collection to the credit of the funds of the Board of Education free from any obligation or certificate outstanding. Additionally, amount meets ORC section 6705.412, Certificate of Adequacy Revenues requirements.

[Signature] 08/19/21
Treasurer, Board of Education Dated

REQUISITION NO.

Notes:

1. Please make sure you give ample time for the purchase request to move through the approval process.
2. If items need to be ordered quickly please get the purchase requisition filled out and signed by your direct supervisor. Then notify accounts payable and treasurer to make arrangements about ordering.
3. **All ordered items need to be shipped to the board office.** Items will be checked in to verify receipt of goods. Items will then be sent out to the buildings for you to verify as well to the yellow copy of the PO.
4. If you receive any invoices please forward them to Accounts payable in a timely manner.