

# Culpeper County School Board

450 Radio Lane • Culpeper, Virginia 22701  
(540) 825-3677

**Nº** *SAMPLE*

## PURCHASE ORDER

**Supplier:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_

Date: \_\_\_\_\_

Ship Via: \_\_\_\_\_

**Bill To:**

Culpeper County School Board  
450 Radio Lane  
Culpeper, Virginia 22701

Attn: \_\_\_\_\_

**Ship To:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_

Quantity	Catalog No.	Description	Unit Price	Total

Department \_\_\_\_\_

Requested By \_\_\_\_\_

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

<b>For Central Office Use Only:</b>	
Vendor #:	_____
Code #:	_____
	_____
	_____

Vendor's Copy - White  
Bookkeeping Department's Copy - Pink  
Purchaser's Copy - Yellow  
Superintendent's Copy - Goldenrod