

PURCHASE ORDER

3320.1

BOARD OF EDUCATION, COUNTY OF GILMER

201 N. COURT STREET GLENVILLE, WV 26351-1216

PHONE: (304) 462-7386 FAX: (304) 462-5103

▲ MAIL INVOICE IN DUPLICATE TO ▲

PREPAY ALL TRANSPORTATION CHARGES
DO NOT SHIP if the total cost of the items listed
exceed the total stated on this Purchase Order.
Please advise the Financial Office at (304) 462-7386.

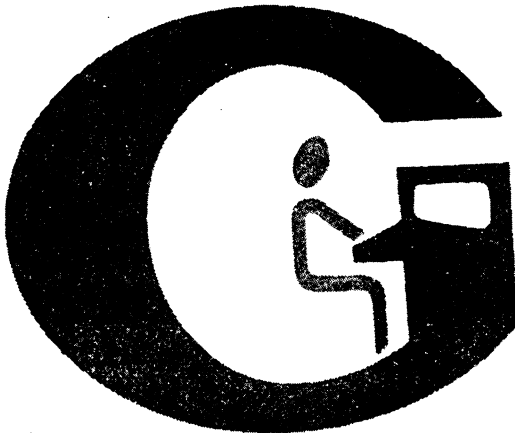
NOTICE TO VENDOR
MARK PURCHASE ORDER NUMBER ON ALL INVOICES
PREPAY ALL TRANSPORTATION CHARGES

GENERAL CURRENT EXPENSE FUND

TO:

DELIVER TO:

DATE: REQUIRED: SHIP: REQ.:

QUANTITY	DESCRIPTION	DISCOUNT	UNIT PRICE	TOTAL
				

The Board of Education will not be responsible for any charges nor for supplies delivered except on purchase order duly executed and signed by the Superintendent.

West Virginia Ch. 12, Art. 3, Sec. 18
It is unlawful for any board of education charged with the administration of the fiscal affairs of any school district to pay any claim for materials furnished unless an itemized account thereof is filed by the claimant covering the claim. Such account shall be in detail, and shall show, the kind of material or supplies, the quantity, dates of delivery and to whom delivered.
Hours are from 8:00 a.m. - 4:00 p.m. and deliveries will be made accordingly. No deliveries accepted between 11:00 a.m. and 12:30 p.m.

NO BACK ORDERS

STATE OF WEST VIRGINIA TAX EXEMPTION CERTIFICATE
The purchaser hereby certifies that he is Gilmer County Board of Education and as such is recognized as a taxpayer under Blanket Exemption Certificate Number 4 and exempt under the law from payment of the West Virginia Consumers Sales and Service Tax and the West Virginia Use Tax.
BOARD OF EDUCATION, COUNTY OF GILMER

AUDIT CONTROL NO. 02937

BY _____ SUPERINTENDENT