BOOKS AND MATERIALS PURCHASE ORDER

Date: _____
Teacher Name: _____
Class: _____
PO Reference: _____
Order #: _____

SEMESTER 1

Vendor	Description of book	Version (if any)	Grade level of Book	Teacher	Student	Qty	Unit Price	Total
							Subtotal	
							Shipping	
NOTES:							Other	-
					Admin will fill out the Total		TOTAL	

Administrative Notes

Administrator Signature	Order Placed	Expected Arrival Date