

# PLEASE TYPE

**DETACH AND HOLD SECOND COPY FOR YOUR RECORDS — FORWARD BALANCE OF SET AS A UNIT TO ACCOUNTING OFFICE**

<b>BILL TO:</b> <b>WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT</b> ATTN: ACCOUNTS PAYABLE 252 CHESTNUT STREET WEST HEMPSTEAD, NY 11552 Phone: 516-390-3110 Fax: 516-489-1776	<b>PURCHASE ORDER NUMBER:</b>  
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<b>TO:</b> VENDOR NUMBER: _____ VENDOR NAME: _____ ADDRESS: _____ _____ _____	<b>SHIP TO:</b> NAME/DEPT: _____ SCHOOL: _____ ADDRESS: _____ _____ PHONE NO.: _____
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DATE: _____	PRINCIPAL'S SIGNATURE: _____
CODE: _____	CENTRAL OFFICE SIGNATURE: _____
ORDERED BY: _____	

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL

THE WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT WILL PURCHASE ONLY THOSE MATERIALS WHICH ARE IN COMPLIANCE WITH LAWS GUARANTEEING NON-DISCRIMINATION ON THE BASIS OF RACE, SEX, AGE OR NATIONAL ORIGIN, WHERE SUCH MATERIALS ARE AVAILABLE AND COMPARABLE TO SIMILAR MATERIALS.  MATERIAL SAFETY DATA SHEETS (MSDS) ARE REQUIRED FOR ALL SUPPLIES THAT CONTAIN TOXIC SUBSTANCES.	<b>SUBTOTAL</b>	
	<b>DISCOUNT</b>	
	<b>SHIPPING &amp; HANDLING</b>	
	<b>TOTAL</b>	

VERIFY QUANTITY RECEIVED. WHEN ORDER IS COMPLETE, SIGN AND FORWARD THE GREEN COPY TO ACCOUNTS PAYABLE.

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

NOT VALID WITHOUT AUTHORIZED SIGNATURE:

\_\_\_\_\_

CENTRAL ADMINISTRATION