Purchase Order Form

(Use this form for materials you want the R.E.A.C.H. Program to Purchase For You.)
All Purchase Orders are due in our office by March 30.

For Office Use:

P.O. # _____

Vendor #_____

Account # _____

Date Entered _____

Please fill out:

Vendor Name _____

Address _____

_____

Phone _____

FAX _____

(NOTE: Each Vendor must have a separate sheet. Allow 4-6 weeks for processing.)

Item #	Quantity	Description	Price	Total Price	Page #
		SUB total			
		15% shipping/handling or as stated in catalog			
		TOTAL			

All orders will be shipped directly to the family address below:

Student/Family Name _____

Mailing Address _____

Phone # Home_____Phone # work_____

Office Use:

Your order has been processed on _____. When you receive these materials, please notify our office, so that payment can be made.