Red River Parish School Board
1922 Alonzo Street, P.O. Box 1369
Coushatta, LA 71019
Phone: (318) 932-4081
Fax: (318) 932-3081

Purchase Order

No. _____

Vendor

Attention: _____
Company: _____
Address: _____
City: _____ST: _____ZIP: _____
Phone: _____FAX: _____

Ship & Bill To:

Attention: _____
Company: _____
Address: _____
City: _____ST: ____ZIP: _____
Phone: _____FAX: _____

Quantity	Description	Unit Price	Total
		Subtotal	
		Shipping	
		Taxes	*EXEMPT
		TOTAL	

Approval

Signature: _____

Title: _____

Date: _____ Program: _____

Project No.: _____ Acct No.: _____

Notes / Remarks

All items must be shipped and invoiced by June 30 of the current fiscal year.

***Proof of Sales Tax Exemption will be provided upon request.**