

Gardner-South Wilmington High School Dist. # 73
500 E. Main St.
Gardner, IL 60424
Phone (815) 237-2176 - Fax 815-237-2842



Purchase Order #

**This PO number must appear on all
correspondence, invoices, and shipping papers**

To:

Date

Quantity	Catalog No.	Description	Unit Price	Amount
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Shipment to Arrive by:

Total PO:

It is the policy of GSW-HS to have a signed PO before an order is placed. Payment will not be made without a signed approved PO. Goods are subject to our inspection and approval. If shipment will be delayed for any reason, advise us immediately, stating all the necessary facts. **To avoid errors, note specifications carefully and if unable to complete as written notify us promptly**