

# PURCHASE ORDER



**Purchase Order #** \_\_\_\_\_  
P.O. number must appear on all packages, invoices, and shipping papers

Date: \_\_\_\_\_ 20\_\_\_\_

**Regional Office of Education #26**  
*Business Office:*  
735 E. Locust Street  
Canton, IL 61520  
309-575-3226

**Ordered From:**

**Ship To:**

Do not backorder or cancel  
if not available

Do not process if there  
is any price difference

Public schools are not subject to  
federal or retail tax

Quantity	Catalog Number and Description	Unit Price	Total Price

Valid only with Authorized Signature:

\_\_\_\_\_  
Regional Superintendent or Assistant Regional Superintendent