

Herscher School District No. 2
501 N. Main St. - PO Box 504
Herscher, IL 60941-0504
Phone (815) 426-2162 - Fax (815) 426-2872
Unit Office - Billing Address

Purchase Order #

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

Vendor

Ship to

Date

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

Total PO:

It is the policy of HSD 2 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.

Approved By:

**To avoid errors, note specifications carefully and
if unable to complete as written notify us promptly**