Brazos School for Inquiry and CreativityDistrict Tax ID # 31-1608946 Accounts Payable & Bill to Address: 410 Bethel Lane Bryan, Texas 77802 979-775-2152 fax 979-774-5039

AUTHORIZED PURCHASE ORDER REQUEST

DATE:	PURCHASE ORDER NO					
Vendor/Name						
Address						
Ship to ONLY Add	ress					
DE LOON OF WEED						
REASON OF NEED PLANNED INSTRUCTION	Quantity	Description and Item #		Unit Price	Total Amount	
☐ OFFICE SUPPLY						
☐ TEACHER SUPPLY						
☐ JANITORIAL SUPPLY						
☐ BUILDING REPAIR						
OTHER						
CAMPUS						
☐ B/CS 001						
☐ NW- PreK 102						
□ NW - 103						
□ SW - 104						
☐ DISTRICT						
The Administration Office places all orders unless there are special circumstances - but - Approval will still be needed for all orders regardless of amount.			The	The order has been placed by		
Turn in packing slips and any invoices that you may receive to Admin.				Fax	Online	
Instructions or Circumstan	ces; (Pleas	se check box)		Mail	☐ Phone	
Please write a check and return to			By:			
 ☐ There are no special circumstances, please place order ☐ There are special circumstances and this order will be placed by: 			Date:			
•		· · · · ·				
Comments:						
Originator		Date Department/Campus	Superv	isor	Date	
	Super	intendent	Dat	e		