

**PURCHASE ORDER**  
**MADRID WADDINGTON CENTRAL SCHOOL**

2582 STATE HWY 345  
 PO BOX 67

MADRID, NEW YORK 13660-0067  
 PHONE: 315-322-5746 FAX: 315-322-4462

**TAX EXEMPTION NUMBER: 15-6002272**

**SHIP TO:**

MADRID-WADDINGTON CENTRAL SCHOOL  
 PO BOX 67  
 MADRID, NY 13660

Vendor Name and Address

Business Office's Copy \_\_\_\_\_  
 Vendor's Copy \_\_\_\_\_  
 Treasurer's Copy \_\_\_\_\_  
 Person Requesting's Copy \_\_\_\_\_

**Instructions to Vendor:**

**SEND ALL INVOICES IN  
 DUPLICATE TO ABOVE  
 ADDRESS. RENDER SEPA-  
 RATE INVOICE WITH EACH  
 ORDER.**

VENDOR NUMBER	PURCHASE ORDER NO.	DATE		
		MO	DAY	YR



**THE ABOVE NUMBER MUST APPEAR  
 ON ALL CORRESPONDENCE AND  
 PACKAGES. DIRECT INQUIRIES TO  
 ACCOUNTS PAYABLE EXT. 223**

Please enter our order for the following:

ACCOUNT CODE	ITEM NO.	QUANTITY	UNIT MEAS.	DESCRIPTION	UNIT PRICE	AMOUNT
						\$0.00
						\$0.00
						\$0.00
						\$0.00
<b>TOTAL</b>						\$0.00

Madrid-Waddington Central School is in compliance with Title 9 and Section 504 of the Rehabilitation Act of 1973

**CONDITIONS - READ CAREFULLY:**

PLACE OUR ORDER No. on all packages, invoices and correspondence. If shipment cannot be made as requested, notify us at once.  
 Our CLAIM FORM enclosed herewith **MUST BE SIGNED**, and returned together with any detailed invoices to above.

Approved By: \_\_\_\_\_

Clerk: \_\_\_\_\_