PURCHASE ORDER

FOR GOODS AND / OR SERVICES

DELIVER TO:

PURCHASE ORDER NO.

SAN BENITO COUNTY SUPERINTENDENT OF SCHOOLS

460 FIFTH STREET
HOLLISTER, CALIFORNIA 95023
Phone (831) 637-5393 • FAX (831) 637-0140

☐ C-CONFIRMING
☐ B-BLANKET
☐ R-REGULAR

VENDOR NUMBER —

VENDOR NAME AND ADDRESS

REQUISITION NO.

DATE

DEPARTMENT/PROGRAM

AUTHORIZED BY:

ATTN:/REQUESTOR

#	QUANTITY	DESCRIPTION	UNIT PRICE	ESTIMATED COST
			PURCHASE ORDER TOTAL	

"Vendor agrees, by supplying the product(s) and/or service(s) requested in this purchase order, to defend, indemnify and hold harmless the District, its officers, employees and agents from any and all losses or injuries, however caused, resulting from any defect in, or delivery of, the product(s) or material(s) supplied, or negligence in providing the service(s).

ALL INVOICES TO BE ITEMIZED, MADE OUT IN TRIPLICATE AND BILLED TO:
SAN BENITO COUNTY SUPERINTENDENT OF SCHOOLS • 460 FIFTH STREET • HOLLISTER, CA 95023

ACCOUNT STRUCTURE						BOARD REPORT DESCRIPTION / ORG KEY	TOTAL ENCUMBERED
FUND	RESOURCE	PY	GOAL	FUNCTION	OBJECT		
						Form 5	

WHITE - **VENDOR** YELLOW - **PURCHASING** PINK - **ACCOUNTS PAYABLE** GOLDENROD - **REQUISITIONER COPY**