



Regional Office of Education #21



Franklin, Johnson, Massac, Williamson Counties
 901 Public Square
 Benton, IL 62812
 Phone: 618-438-9711 Fax: 618-435-2861
 A/P Email: across@roe21.org
 Program: Franklin County Regional Delivery Systems

Purchase Order

Date _____

PO # _____

VENDOR

Company Name:
 Contact or Department:
 Street Address:
 City, State, Zip:
 Phone:
 Fax:

SHIP TO

Name:
 School District:
 Street Address:
 City, State, Zip:
 Phone:

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL

Comments or Special Instructions

SUBTOTAL	
Tax	N/A
SHIPPING	
OTHER	
TOTAL	

FCRDS Districts: Please complete one Purchase Order Form, for each Approved Capital Outlay Item listed on your District Spending Plan. Send completed PO's to across@roe21.org prior to September 1st.