

**KINGSLAND PUBLIC SCHOOLS**

705 North Section Avenue
Spring Valley MN 55975
507-346-7276
507-346-7278

LOCAL PURCHASE ORDER

Procedure for Local PO's:

- 1) Get approval from District Office before purchasing.
- 2) All receipts must be turned in within 48 hours of the purchase.

DATE	COMPANY NAME	REQUISITIONER

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
			TOTAL	

Authorized by District Office

DATE _____