



# Sample Elementary PTA

123 Elementary Street  
City, VA 201XX  
Phone: XXX-XXX-XXXX  
E-Mail: President@SampleSchoolPTA.org

## PURCHASE ORDER

**Bill To:**

Attn: Treasurer  
Sample Elementary PTA  
123 Elementary St  
City, VA 201XX

**Ship To:**

Attn:  
Sample Elementary School  
123 Elementary St  
City, VA 201XX

**DATE:**

Month, xx, YYYY

**PO Number:**

Fall YY-00#

**VENDOR:**

**Vendor Order No.:**

TAX-EXEMPT INFORMATION

TIN: XXXX  
Group Exemption #: XXXX  
Sequence Number: XXXXX  
Sales Exemption #: XXXXXX

Quantity	Item	Description	Discount	Unit Price	Total

Subtotal:
Tax:
Shipping:
Balance Due:

\_\_\_\_\_ : Authorized Signature  
Treasurer

\_\_\_\_\_ : Authorized Signature  
President