



PO No.

PO16

Please quote this number on every delivery note and invoice relating to this order

Date **13 AUG 2024**

OFFICIAL ORDER

Supplier Address

ATOZ

INVOICE TO:

SCHOOL NAME

SCHOOL ADDRESS

Tel

Email test@testdomain.com

DELIVER TO: SCHOOL ADDRESS

SUPPLIER NOTE:

THE SCHOOL WILL NOT BE BOUND BY CONTRACTS ENTERED INTO BY UNAUTHORISED OFFICERS

QTY	DESCRIPTION (Quote Catalogue Nos. where appropriate)	BUDGET ACCOUNT	ANLY. CODE	V A T	Price per unit		Total	
					£	P	£	P
5	AAMT10183 - Sand Timer - 3 Minute	60000-07	CAP-E NOT LI	3	99	99	499	95

Signed _____
(for Budget Holder)

Total (excl VAT)	499	95
VAT	99	99
Total (incl VAT)	599	94

Approved within budget _____
(Authorised Signatory)

OFFICIAL ORDER No.