TWIN RIDGES HOME STUDY
PURCHASE ORDER FORM

PURCHASE ORDER # _____

DATE _____

PARENTS' INFORMATION:

- Use this form to order books and supplies.
- Packing Slip / Invoice must be forwarded immediately to TRHS upon receipt, or call office to confirm receipt of items.
- Please note that Rainbow Resource prefers to mail orders under $50 using USPS. Please provide a postal address for these orders.
- All individual items over $50 should be pre-approved by teacher or office.

BILL TO: Twin Ridges Home Study
111 New Mohawk Rd
Nevada City, CA 95959

SHIP TO: ☐ Twin Ridges Home Study (USE ABOVE ADDRESS)
OR: ☐ Home Address:

Name _____

Address _____

_____

Phone _____Teacher _____

CONTACT: Sherry Wray, Resource Coordinator
swray@trhs.us
PHONE (530) 478-1815
FAX: (530) 478-0266

COMPANY NAME: _____

ADDRESS: _____ CITY: _____ STATE_____ ZIP_____

PHONE: _____ www._____

FAX (REQUIRED): _____ Vendor # (office use) _____

QTY	UNITS OF MEASURE	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL PRICE

SUBTOTAL	
SHIPPING	
TAX 7.875%	
TOTAL	

Coding _____

Coding _____

Coding _____

OFFICE USE ONLY ☐ _ Open PO ☐ _ Staff Reimbursement $50 or more ☐ _ Petty Cash Requested by _____ Date to NCCC _____