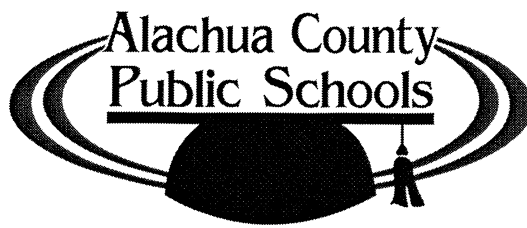


BOARD MEMBERS

April M. Griffin
Robert P. Hyatt
Leannetta McNealy, Ph.D.
Gunnar F. Paulson, Ed.D.
Eileen F. Roy

SUPERINTENDENT

Karen D. Clarke



District Office
620 East University Avenue
Gainesville, Florida
32601-5498

www.sbac.edu
(352) 955-7300
Fax (352) 955-6700

We are committed to the success of every student!

TO OUR VENDORS

There are some important changes taking place in the District's business and purchasing offices that will affect you. They are listed below for your convenience. Please pay close attention to them to avoid any delay in processing Purchase Orders or Payment of Invoices.

1. District purchase orders will have a new look in January. An approximation of the new Purchase Order form is attached. The final version will be in use beginning January 2, 2018.
2. Concurrent with the new PO form, and effective January 22, 2018, paper (hard-copy) invoices will no longer be accepted by the District. Invoices must be submitted as a PDF file to the email address appearing in the "Attn:" field below the "Ship To" address on the PO. For example, if the ship to address is Gainesville High School, the email address for invoices is ghsinvoices@gm.sbac.edu.
3. After January 22, 2018, invoices submitted in paper form (hard-copy) will be returned to the vendor for resubmission as a PDF file.
4. Please note that failure to include the correct P.O. # on the invoice will delay payment.

Questions about the new PO form or the new invoice procedures should be directed to the Purchasing Department at 352.955.7582.

Cc: School Board of Alachua County Purchasing Department
School Board of Alachua County Finance Department

PO DATE
12/05/2017

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA
 620 E. University Ave. Gainesville, FL 32601
 An equal opportunity School District

PURCHASE ORDER NUMBER
0021800004

VENDOR KEY : WALMART 000
 ENTERED BY : SKYSU 000
 ORIGINAL REQ # : 0000000006

PRINTED 12/05/2017
 Duplicate P.O.

VENDOR:
 WALMART
 FOR PCARD USE ONLY
 None, 00000

SHIP TO:
 A ABLE SEPTIC AND SEWER SERV INC
 2190 N CREDE AVENUE
 CRYSTAL RIVER, FL 34428

ATTN: SKYSUPPORT2

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	EACH	1 thing Ex Date: 12/05/17	23.00000	23.00
			PAGE TOTAL	23.00
			TOTAL	23.00

VENDOR PAYMENT: FAILURE TO COMPLY WITH THE FOLLOWING INSTRUCTIONS WILL DELAY PAYMENT.
 THE PO NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, AND PACKING SLIPS. THE SCHOOL
 BOARD OF ALACHUA COUNTY, FLORIDA ACCEPTS ONLY DIGITAL INVOICES SUBMITTED TO THE EMAIL
 ADDRESS APPEARING IN THE "SHIP TO" FIELD ABOVE. NO C.O.D. SHIPMENTS WILL BE ACCEPTED.

THE SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA IS EXEMPT FROM ALL STATE AND FEDERAL EXCISE
 TAX. FEDERAL I.D. #59-6000-500. STATE OF FLORIDA SALES TAX EXEMPTION #85-8012621709C-5.

THIS ORDER IS SUBJECT TO THE GENERAL TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS PO.

PURCHASE APPROVED BY: