

Laurens County School System

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Mr. Clifford Garnto, Superintendent of Schools
Dr. Ronda Hightower, Associate Superintendent

Dr. O.J. Hall, Associate Superintendent
Mr. Tim Passmore, Associate Superintendent

Verification of Orders

Purchase Order Number: _____
Name of Company: _____
School: _____
Name of Person Receiving Materials: _____

Please check each item listed on the Purchase Order against each item received. If an item was not received, please list below the reason why the item was not shipped (was the item cancelled or was the item placed on back order.) If all items have been received, please indicate in Category I.

Category I – Order Ready for Payment

Order is complete, please process for payment: _____ Yes _____ No

Category II – Items Not Received

Items not received but listed on Purchase Order

Reason (Back order/Cancelled)

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

Category III – Verifying Order

- A. Person Verifying Order: _____
B. Date Order was Checked: _____

*Rigor, Relevance, and Relationship
Every Teacher, Every Student, Every Day*