



Laurens County School System

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Dublin, Georgia 31021
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Dr. Daniel Brigman, Superintendent

Dr. Rhonda Hightower, 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: _____ No _____ Yes

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, Relationships
Every Teacher, Every Student, Every Day