

# Laurens County Schools

467 Firetower Road  
Dublin, Georgia 31021  
(478) 272-4767 Telephone  
(478) 277-2619 Fax

Jerry Hatcher, Interim Superintendent of Schools  
Dr. Jameson Travick, Associate Superintendent

Ms. Holly Deal, Associate Superintendent  
Dr. Ronda 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: \_\_\_\_\_ 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*