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LONG BRANCH BOARD OF EDUCATION

540 BROADWAY
ATTN: BUSINESS OFFICE
LONG BRANCH, NEW JERSEY 07740
TEL (732) 571-2868 FAX (732) 229-0797
TAX EXEMPT FED ID # 21-6000229

PURCHASE ORDER

PURCHASE ORDER NUMBER	BUDGET YEAR
22-001878	2021->2022

PO NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES AND CORRESPONDENCE.
ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO THE BILLING
ADDRESS REGARDLESS OF SHIPPING POINT

BLUE _____
YELLOW _____
INVOICE _____

DATE	VENDOR NO.	STATE CONTRACT NO.
11/30/2021	5741	

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WB MASON CO.
535 SECAUCUS RD.
SECAUCUS, NJ 07094-2529

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Attn To : Attn Nancy Jones
George L. Catrambone School
240 Park Avenue
Long Branch, NJ 07740

REQUISITIONED BY NJONES		P.O. TYPE Open Market	SHIP TO NOTES	
QUANTITY ORDERED	CATALOG / UNIT	ITEM DESCRIPTION / ACCOUNT NUMBER	UNIT PRICE	TOTAL AMOUNT
50	Each	9WBM21200 White copy Paper 8.5x11	56.99	2,849.50
15	Each	WBM20030 Copy Paper 8.5x11 Recy	67.98	1,019.70
		7623/15-190-100-610-100-09-00- (\$3,869.20)		<hr/> \$3,869.20

RECEIVING PROCEDURES

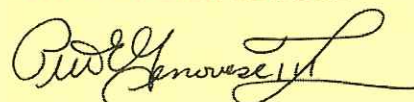
Consignee will check all goods received and services performed both for quantity and quality. All instances of material damaged (concealed or visible) must be reported within 48 hours (in writing) to both the shipper and Secretary of the Board of Education. All instances where quantity received does not agree with the packing slip, must be reported (in writing) to the vendor and the Secretary of the Board of Education. Hold this copy until the order is completed, attach cancellation order, if any, then sign and transmit promptly to the business office.

I HEREBY HAVE READ AND UNDERSTAND THE ABOVE STATEMENT, AND HEREBY CERTIFY THAT THE ARTICLES ABOVE SPECIFIED HAVE BEEN RECEIVED OR SERVICES PERFORMED, THAT THE QUANTITY NOTED IS CORRECT AND THE QUALITY IS AS SPECIFIED.

BOARD EMPLOYEE
CHECK ONE: ☐ COMPLETE SHIPMENT ☐ PARTIAL SHIPMENT
REMARKS:

DATE RECEIVED

BOARD SECRETARY SIGNATURE



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**NO ORDER VALID
UNLESS SIGNED BY
BOARD SECRETARY**

RECEIVING COPY