

**Department of Instructional Support Programs
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850**

**MEDIA PURCHASE ORDER
PROFESSIONAL LIBRARY**

BILL TO

Professional Library
850 Hungerford Drive
Rockville, Maryland 20850-1747
Telephone: 301-279-3227

SHIP TO

Montgomery County Public Schools
Professional Library, Room 50
850 Hungerford Drive
Rockville, Maryland 20850-1747

VENDOR

Purchase Order Number

Fiscal year

1. All shipments must be prepaid to destination.
2. Invoice all items alphabetically by title.
3. All deliveries, correspondence, invoice, and packages must show this purchase order number.
4. Your invoice to be in duplicate mailed to Montgomery County Public Schools Professional Library.
5. Payment for each order made only upon satisfactory completion of final delivery.
6. This is your permanent copy and is not to be returned.
7. DO NOT forward any portion of this order to another vendor.
8. Supply library materials as indicated by enclosed order forms.
9. Supply library bindings whenever possible.
10. Return and give reason on each order form for materials which cannot be supplied.
11. We reserve the right to cancel this order if delivery is not made within 90 days.

Account Number

Date

**TOTAL NUMBER OF
ITEMS ON THIS ORDER**

SPECIAL INSTRUCTIONS

Total

Exempt from Federal Excise Tax: Reg. No. A-112308
MD Sales Tax No. 30001235; D.C. Sales Tax No. 806-09125-6

Signature, Librarian, Professional Library