|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| XYZ State School (0000)123 Smith StreetBROWNSVILLE QLD 4000 |  |  |  |  |  |  | **SCHOOL****LOGO** |
|  |  |  |  |  |  |  |  |
| ABN 00 000 000 000 |  |  |  |  |  |  |  |
| Phone 07 0000 0000 |  | **PURCHASE ORDER** |  |  |  |
| Fax 07 0000 0000 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Supplier name:** | Accredited Employing Authority |  | **Deliver to:** | **Purchase Order No.:**  | 200000 |
| **Supplier address:** | Home Plate Locked Bag 2015 |  |  XYZ State School (0000) | **Order date:**  | 01-Jan-xxxx |
|  | Hometown Qld 4127 |  | 123 Smith Street | **Delivery date:**  | 22-Jan-xxxx |
| **Supplier No.:** | S00000000 |  | BROWNSVILLE QLD 4124 | **Arrangement number:**  | **QED91112** |
| **Supplier ABN:** | 000 000 000 000 |  |  |  | **Requisitioner:**   | Mary Bloggs |
| **Contact:** | Purchase Orders Email Only |  | **Invoice to:** | **Payment terms**  | 30 Days |
| **Phone:** | 000000000 |  | XYZ State School (0000) |  |  |
| **Fax:** | 000000000 |  | 123 Smith Street |  |  |
| **Email:** |  |  | BROWNSVILLE QLD 4124 |  |  |
|  |
| **Supplier’s****Item Code** | **Description** | **Quantity** | **Price** | **Unit** | **Amount** **excl. GST** | **GST** | **Amount****incl. GST** |
|  | For chaplaincy service for Term 1, 20\_\_\_\_ hours/week x \_\_ weeks commencing \_\_\_\_\_\_. | 100 | 50.00 | HR | 5000.00 | 500.00 | 5500.00 |
|  | For chaplaincy service for Term 2, 20\_\_\_\_ hours/week x \_\_ weeks commencing \_\_\_\_\_\_. | 100  | 50.00 | HR | 5000.00 | 500.00 | 5500.00 |
|  | For chaplaincy service for Term 3, 20\_\_\_\_ hours/week x \_\_ weeks commencing \_\_\_\_\_\_. | 100 | 50.00 | HR | 5000.00 | 500.00 | 5500.00 |
|  | For chaplaincy service for Term 4, 20\_\_\_\_ hours/week x \_\_ weeks commencing \_\_\_\_\_\_. | 100 | 50.00 | HR | 5000.00 | 500.00 | 5500.00 |
|  | School contact : Sally Jones - direct line: 1234 5678 |  |  |  | Total incl. GST: AUD | $22,000 |
|  |
| Unless otherwise stated, this Purchase Order is subject to the terms and conditions of the Short Form Conditions of Contract for the Provision of Goods and/or Services Version 004 – dated July6 2012: or for ICT purchases the GITC V5 Framework; and if applicable, the Working on Department of Education Facilities. These terms and conditions are available at <http://deta.qld.gov.au/procurement/purchase-terms-conditions.html>>Please note:1. All deliveries must be accompanied by a delivery docket or invoice that quotes the Purchase Order Number.
2. Prices and product changes must be communicated to the Purchasing Contact and approved prior to delivery.
3. Payment terms are based on invoice date not date of receipt of invoice.
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