

The Manager

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ORDER FOR THE PURCHASE FOR Textbook

- 1. I, _____, Principal of COOPER PRIMARY SCHOOL
School Confirm that the School has been granted Section 21(1)(c) function and has been mandated by the Department to place orders for stationery / textbooks.
- 2. Your quotation numbered [quote number] and dated [date recieved]for the supply and delivery of stationery / textbooks has been found to be favourable
- 3. Your quotation has been approved in full / approved duly reduced in terms of available funds in the amount of R R 11,036.26
- 4. This serve as an order for supply and delivery to be finalized by _____.Failure to supply by (the specified date) shall render this order null and void and your failure to deliver shall be reported to the Department of Education
- 5. Upon delivery, the school undertakes to make payment in the amount of goods delivered. Funds have been earmarked and shall be recieved from the Department of Education in due course for the payment of LTSM items as per this order.

Principal (Name): _____ Signature: _____ Date: _____
SGB Chairperson(Name): _____ Signature: _____ Date: _____
SGB Treasurer (Name): _____ Signature: _____ Date: _____

Receipt of order is hereby acknowledged : _____ (name) on behalf of _____ (name of company)

Signature: _____ Date: _____

School Stamp

Supplier Stamp