

The Manager

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[33 Bertha Mkhize / Victoria St. Durban. Kwazulu Natal. 4001]_____

[667676767]_____

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___01/10/2024..Failure to supply by 01/25/2024
(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): _____

SGB
Chairperson(Name): _____

Signature: _____ Date: _____

Signature: _____ Date: _____

School
Stamp

SGB Treasurer
(Name):_____

Signature:_____ Date:_____

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

Signature:_____ Date:_____

Supplier
Stamp