

BLACK OAK ELEMENTARY
365 N. Shawtown Rd
Hornbeak, TN 38231
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Sheila M. Stone, Principal

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6/9/2011

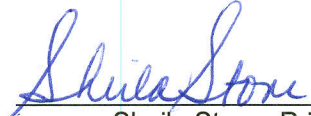
Obion County Board of Education:

Black Oak Elementary has ordered Student Planners for the 2011-2012 school year. The deadline to order these planners is June 6th. This deadline must be met for planners to be printed and personalized for Black Oak Elementary and shipped in time for the 2011 start date for students. PO number 77059 was pulled on May 23, 2011 to Premier Agenda for \$1,599.20. However, because we have decided to insert 4 pages specific to Black Oak, the delivery date is not until the 1st of August with the billing date approximately 30 days later. Under proper procedures, Black Oak is requesting permission to carry over Purchase Order #77059.


Thank you for your consideration on this matter.

List of Unpaid Bills

<u>Vendor</u>	<u>Type of Expense</u>	<u>Amount Projected</u>	<u>Payment Date</u>
Premier Agenda	Student Planners	\$1,599.20	August 2011



Sheila Stone, Principal



Date

David Huss, Director of Schools

Date