

Purchase Order

_____ School District

Purchase Order _____ No. _____

(Your invoice must show this order number)

TO: _____

DATE ISSUED: _____

DATE WANTED: _____

SEND TO: _____

AT: _____

PLEASE ENTER OUR ORDER FOR THE
FOLLOWING GOODS TO BE DELIVERED

____ EXEMPT FROM SALES TAX-resale

TO: _____ NOT EXEMPT FROM SALES TAX

(Check one of the above)

CHARGE TO: _____

Activity

Quantity and Unit	Description	Unit Price	Total Amount		Checked by

FUNDS ARE AVAILABLE. PURCHASE AUTHORIZED BY

ACTIVITY TREASURER_____
FACULTY ADVISER

Purchases by activities should be made by means of a formal purchase order approved by the faculty adviser who is responsible for determining that funds are available before approving purchase order. Like the voucher check, this document involves negotiation with institutions outside of the school and consequently shall bear the signature of the adviser. This form shall be made out in duplicate, the original to the vendor and the copy to the activity treasurer.