

SCHOOL ACTIVITY FUND PURCHASE ORDER

School _____
Activity _____

P.O. No. _____
Date _____

Vendor Name _____

Address: _____

Line	Quantity	Catalog Number	Item Description	Cost
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
Total				

I authorize this order and there are sufficient funds available for this purchase.

Authorized by: _____

Approved by: _____

Amount Paid: _____

Date Paid: _____

Check Number: _____