

School Activity Fund Purchase Order

Form F-SA-7

Request Date:	_____
School:	_____
Activity Account:	_____
Vendor Name:	_____
Vendor Address:	_____
(Street Address):	_____
(City, State):	_____
(Zip):	_____

Purchase Request Payment Details:	
Check #:	_____
Check Date:	_____
Amount Paid: \$	_____
PO #	_____

MODEL PROCUREMENT

Bid Law		Non-Competitive D&F	<input type="checkbox"/>	Small Purchase D&F	<input type="checkbox"/>	Intergovernmental	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Bid Law #		(ATTACHED)		(ATTACHED)					

PURCHASES

Quantity	Item(s)	Unit Cost (\$)	Total (\$)
Total:			

APPROVALS

*By signing below, I authorize this order and have verified there are sufficient funds available for this purchase.
Hand-written signatures and date ONLY (not typed)*

Requested By: _____
(Sponsor Requesting Purchase)

Bookkeeper Review: _____
(Certifies funds are available/being collected)

Principal Signature: _____ **Date Approved:** _____