Hayfield Community Schools

9 Sixth Avenue SE, Hayfield, MN 55940

http://www.hayfield.k12.mn.us

Mission: *To provide a safe learning environment that prepares, challenges, and inspires students for life*

LOCAL PURCHASE ORDER

Procedure for Local POs:

1. **Obtain approval from the District Office before purchasing. All purchases must be pre-approved.**
2. **All receipts must be returned with 48 hours of the purchase.**

Date	Vendor	Requisitioner
	Casey's or Hayfield Grocery & Hardware Store	

Account Code	

Quantity	Unit	Description	Unit Price	Total
			Total	

Authorized by District Office **Date**

Please return this form and the receipt to Lila Rehnelt.