



# Purchase Order/Pre Approval Request Form

Date:	
Organization Name:	
Vendor:	
Email address:	
Address:	
Amount:	
What is PO is for:	
Student Signature #1	
Student Signature #2	
Activities Director's Signature	
Secretary Signature	
Principal's Signature	

**All PO requests must have documentation supporting the expenditure. Please attach a copy of the meeting minutes to this completed form.**