

PURCHASE ORDER

No. _____

SCHOOL EXTRA-CURRICULAR ACCOUNT

Date _____, 19____

Purchased from _____

Address _____

Purchased for _____

Deliver to _____

Send Invoice to _____

To the Disbursing Officer:

The following expense is incurred, payable from the school
Extra-Curricular Account and chargeable to the

Fund _____

Quantity	Description	Unit	Price	Total
Total this order				\$ _____

Signed _____

Person Authorized to Purchase