

SCHOOL ACTIVITY FUND  
PURCHASE ORDER

School
Activity

P.O. No.
Date

Section A

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: \_\_\_\_\_