PO#:_____

PURCHASE ORDER REQUEST

PLEASE COMPLETE AND SUBMIT TO THE BUSINESS OFFICE. THE PRESIDENT MUST APPROVE ALL PURCHASE ORDER REQUESTS THAT **EXCEED $500.00**. YOU WILL BE REQUIRED TO ATTACH THIS ORIGINAL REQUEST WITH THE OFFICIAL PURCHASE ORDER IN THE BUSINESS OFFICE

REQUESTING SIGNATURE/TITLE _____ DATE _____

FUND NAME: _____ (MANDATORY) ACCOUNT CODE _____ (MANDATORY)

VENDOR NAME & ADDRESS:

DESCRIPTION	ITEM NO.	QUANTITY	UNIT PRICE	TOTAL
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
Print Save Clear			**Total**	$0.00

GRANT DIRECTOR/SUPERVISOR SIGNATURE _____ DATE _____

BUSINESS OFFICE ACCOUNTANT SIGNATURE _____ DATE _____

PRESIDENT'S SIGNATURE _____ DATE _____

PLEASE ATTACH THIS FORM TO THE PINK COPY OF THE OFFICIAL PURCHASE ORDER IN THE BUSINESS OFFICE