

P.O. # \_\_\_\_\_  
Check # \_\_\_\_\_ Date pd \_\_\_\_\_

Regular P.O. \_\_\_\_\_

Confirming P.O. \_\_\_\_\_

Advanced P.O. \_\_\_\_\_

## Parkers Chapel School Activity Fund Purchase Order

Incomplete purchase orders will be returned to you unprocessed.

Activity Account \_\_\_\_\_

Vendor/Payee \_\_\_\_\_

Purpose of Expenditure \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If an Activity, Date of Activity: \_\_\_\_\_

Quantity	Item & Description	List Price	Extension

\*All purchases must be approved by the superintendent prior to purchase.

Requested by: \_\_\_\_\_ Date \_\_\_\_\_  
Club Officer's Signature

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_  
Sponsor's Signature

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Principal's Signature

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent's Signature

Check if this is a Walmart Card request  
 Check if this is an Office Depot card request

Date card will be picked up by  
requestor: \_\_\_\_\_

Request must be made at least 24 hours prior to when it is needed. The card must be returned, with receipts, the following morning to the principal's office.