

Purchase Order Form

Whenever you need to purchase anything, it must be approved first. These purchase order forms can be completed to give to the secretary to enter into the Finance program for approval. This form is used for purchases paid with District Funds. Purchases out of Activity accounts need approval with an Activity Request form.

Instructions:

Complete the **Purchase Order Form – Elementary** or **Purchase Order Form – Jr.-Sr. High** and give to the school secretary to enter into the school Finance program for approval. The Principal and the Superintendent will also approve. Completed, approved Purchase Orders are then sent back to the Secretary. You will need to communicate with the Secretary as far as who will order and when the item(s) arrive.