

# POTTSBORO YOUTH ASSOCIATION

## PURCHASE ORDER FORM

ALL ITEMS OVER \$100 MUST HAVE TWO SIGNATURES (PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER) ITEMS UNDER \$100 REQUIRES ONLY ONE SIGNATURE. REQUESTING PERSONS BUDGET MUST BE ON FILE AT PYA AND MUST BE REVIEWED BEFORE EACH PURCHASE. ITEM OF PURCHASE MUST BE A BUDGET ITEM. RECEIPT OF PURCHASE MUST BE RETURNED TO PYA PERSON ISSUING CHECK. FAILURE TO GET PURCHASE APPROVAL MAY RESULT IN SUSPENDED BUDGET AND THAT INDIVIDUAL BEING RESPONSIBLE FOR PAYMENT. PLEASE PLAN YOUR PURCHASES IN ADVANCE.

DATE \_\_\_\_\_ PO NUMBER \_\_\_\_\_

PERSON MAKING REQUEST \_\_\_\_\_ MAIL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ HOME PHO: \_\_\_\_\_

WORK PHO: \_\_\_\_\_ CELL PHO: \_\_\_\_\_ OTHER \_\_\_\_\_

PLACE PURCHASED FROM \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE # \_\_\_\_\_

QUANTITY	DESCRIPTION	COST EACH	TOTAL COST

SIGNATURE OF REQUESTING PERSON \_\_\_\_\_ DATE \_\_\_\_\_

SIGNITURE OF PYA OFFICERS \_\_\_\_\_