**ACTIVITY FUND PURCHASE ORDER**

**VENDOR:**

**ADDRESS:**

**P.O. NO.** ______ - _____________

*(Loc #)*

**PLEASE SHOW PURCHASE ORDER NUMBER ON ALL INVOICES, SHIPPING PAPERS, PACKAGES, CORRESPONDENCE, ETC.*

**DATE** ______________

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<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
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**TOTAL** $ 

**APPROVED BY:**

______________________________

Sponsor or Department Head Signature

______________________________

Principal’s Signature

**CHARGE TO:**

______________________________

Club or Department

**PLEASE BILL SCHOOL DIRECTLY:**

Use a rubber stamp with your school name and address

This copy to be signed by sponsor or department head after materials, supplies, or services have been received.

**RECEIVED BY** ________________________________

**DATE** ________________________________ **RETURN THIS COPY TO OFFICE**

AC-12 (Rev. 9/98)