

BLANKET PURCHASE ORDER- SAMPLE

STUDENT ACTIVITIES REQUISITION
Mesa Unified Schools

Sponsor: Date given to secretary: 11/17/20
 Secretary: Date received: 11/17/20

SCHOOL NAME Student Activities Req# 1234 Buyer Patty Northey
 Account/Club Name Student Activities Govt Acct # 7101

REQUEST FOR (check one): Purchase Order Cash Envelope Check Donation Scholarship

Vendor Name Rainbow Graffix
 Address 22 N Lindsay Rd
 City, State Mesa, AZ
 Zip Code 85213

Send To: Amount \$ 200.00
 Vendor
 Requisitioner
 Other _____

QUANTITY Fill in quantity ordered	UNIT Fill in ea, box, etc.	DESCRIPTION OF ITEMS OR SERVICES	UNIT PRICE Fill in unit price	TOTAL Fill in extended cost
		What are you purchasing? (e.g. awards, performing arts or athletic apparel/accessories; computers/software, etc.) A complete description needs to be stated: For what purpose? Will it be picked up or delivered? Is tax, shipping & handling included? Attach dates if applicable. Capital Item(s) need to be listed on a purchase order, not a blanket PO request. If additional items are needed, attach a separate piece of paper listing the quantity, description and costs. FOR CASH ENVELOPES-STORES NEED TO BE LISTED FOR SHOPPING		
200	EA	Blanket Purchase Order, not to exceed \$200.00 including tax and shipping, to purchase t-shirts for resale for the 2020-2021 SY.	\$ 1.00	\$ 200.00
		PO is good until funds are expended, but no later than 6/30/21	\$	\$ 0.00
			\$	\$ 0.00
		Fundraising request entered and approved in google docs 12/1/20	\$	\$ 0.00
			Subtotal:	\$ 200.00
		(Calculate 5.6% usage tax for out of state vendors who did not include tax in their billing)	Tax:	\$ 0.00
			Shipping/Handling:	\$ 0.00
		Open P.O Authorized Signatures: 1. <u>Carol Alexander</u> 2. <u>Tina Gooder</u>	TOTAL:	\$ 200.00

Student Club Officer Michelle Pratt
 Club Sponsor/Advisor Tina Gooder
 (Before signing, please read and initial the applicable bullets below)
 Phone Ext: #1234

Student Council Officer Beth Forkenbrock
 Student Council Advisor Dalia Angel
 Meeting Minutes Date 11/20/20
 Administrator Carol Alexander

TG As club Sponsor, I acknowledge that no merchandise or services have been received. If this is an after the fact purchase, I acknowledge that I may be personally responsible for all costs.

TG As Club sponsor, I have read GB Policy JL & JL-R. This purchase will be in Compliance with the Wellness Policy.

TG As Club Sponsor, I acknowledge that I am responsible for all cash, receipts and the return of the completed signed cash envelope.

DISTRICT USE ONLY:

Approval Signature: _____

Approval Date: _____

C/E Date: _____

C/E Due Date: _____

Ck # _____

CASH ENVELOPE REQUEST - SAMPLE

STUDENT ACTIVITIES REQUISITION
Mesa Unified Schools

Sponsor: Date given to secretary: 11/17/20

Secretary: Date received: 11/17/20

SCHOOL NAME Student Activities Req# 1235 Buyer

Account/Club Name Student Activities Govt Acct # 7101

REQUEST FOR (check one): Purchase Order Cash Envelope Check Donation Scholarship

Vendor Name Beth Forkenbrock

Send To: Amount \$ 50.00

Address Student Activities Dept/ASC Bldg

Vendor

City, State

Requisitioner

Zip Code

Other

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR SERVICES	UNIT PRICE	TOTAL
Fill in quantity ordered	Fill in ea, box, etc.	What are you purchasing? (e.g. awards, performing arts or athletic apparel/accessories; computers/software, etc.) A complete description needs to be stated: For what purpose? Will it be delivered? Is tax, shipping & handling included? Dates if applicable. Capital Item(s) need to be listed on purchase order, not a blanket PO request. If additional items are needed, attach a separate piece of paper listing the quantity, description and costs. FOR CASH ENVELOPES-STORES NEED TO BE LISTED FOR SHOPPING	Fill in unit price	Fill in extended cost
1	EA	Cash Envelope request to purchase paper goods for StuAct Govt	\$ 50.00	\$ 50.00
		Club Party on 12/21/20	\$	\$ 0.00
		Will be shopping at Target	\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			Subtotal:	\$ 50.00
			Tax:	\$ 0.00
		(Calculate 5.6% usage tax for out of state vendors who did not include tax in their billing)		\$ 0.00
			Shipping/Handling:	\$ 0.00
		Open P.O Authorized Signatures: 1. <u>Carol Alexander</u> 2. <u>Tina Gooder</u>	TOTAL:	\$ 50.00

AUTHORIZING SIGNATURES

Student Club Officer Michelle Pratt

Student Council Officer Beth Forkenbrock

Club Sponsor/Advisor Tina Gooder

Student Council Advisor Dalia Angel

(Before signing, please read and initial the applicable bullets below)

Meeting Minutes Date 11/20/20

Phone Ext: #1234

Administrator Carol Alexander

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Approval Signature: _____

Approval Date: _____

C/E Date: _____

C/E Due Date: _____

Ck # _____

Make copies of the completed form for your records. Copies should be kept on file for 3 years

Rev 7/2019

PURCHASE ORDER - SAMPLE

STUDENT ACTIVITIES REQUISITION
Mesa Unified Schools

Sponsor: Date given to secretary: 11/17/20
 Secretary: Date received: 11/17/20

SCHOOL NAME Student Activities Req# 1236 Buyer Lauren Jaramillo
 Account/Club Name Student Activities Govt Acct # 7101

REQUEST FOR (check one) : Purchase Order Cash Envelope Check Donation Scholarship

Vendor Name Blick Art Materials (catalog)
 Address PO Box 1267
 City, State Galesburg, IL
 Zip Code 61402-1267

Send To: Amount \$ 81.43
 Vendor
 Requisitioner
 Other _____

QUANTITY <small>Fill in quantity ordered</small>	UNIT <small>Fill in ea, box, etc.</small>	DESCRIPTION OF ITEMS OR SERVICES <small>What are you purchasing? (e.g. awards, performing arts or athletic apparel/accessories; computers/software, etc.) Description needs to be stated: For what purpose? Is it needed up or delivered? Is tax, shipping & handling included? List item and dates if applicable. Capital Item(s) need to be listed on a purchase order, not a blanket PO request. If additional lines are needed, attach a separate piece of paper listing the quantity, description and costs. FOR CASH ENVELOPES-STORES NEED TO BE LISTED FOR SHOPPING</small>	UNIT PRICE <small>Fill in unit price</small>	TOTAL <small>Fill in extended cost</small>
2	EA	Strathmore 300 Series Canvas Pad - 9/12, 10 sheets #09803-1023	\$ 5.25	\$ 10.50
1	EA	Royal Langnickel CI Choice Brush Set-GoldenTaklon #05891-1069	\$ 41.18	\$ 41.18
			\$	\$ 0.00
		StuAct Govt supplies for sign making etc...	\$	\$ 0.00
			\$	\$ 0.00
			Subtotal:	\$ 51.68
			Tax: <small>(Calculate 5.6% usage tax for out of state vendors who did not include tax in their billing)</small>	\$ 4.75
			Shipping/Handling:	\$ 5.00
Open P.O Authorized Signatures: 1. <u>Carol Alexander</u> 2. <u>Tina Gooder</u>			TOTAL:	\$ 61.43

AUTHORIZING SIGNATURES

Student Club Officer Michelle Pratt
 Club Sponsor/Advisor Tina Gooder
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 Phone Ext: #1234

Student Council Officer Beth Forkenbrock
 Student Council Advisor Dalia Angel
 Meeting Minutes Date 11/20/20
 Administrator Carol Alexander

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Ck # _____