

## ACTIVITY FUND PURCHASE ORDER REQUEST

**BURLINGTON PUBLIC SCHOOL  
P. O. BOX 17  
401 MAIN STREET  
BURLINGTON, OK 73722-0017**

<b>PURCHASE ORDER #</b>	
<b>CHECK #</b>	<b>DATE:</b>

**DATE OF ORDER:** \_\_\_\_\_

**ACCOUNT TO BE CHARGED:** \_\_\_\_\_

<b>MAKE CHECK TO</b>
VENDOR:
ADDRESS:
CITY/STATE/ZIP:
PHONE:
FAX:

***Signatures required.***

**REQUESTED BY:** \_\_\_\_\_

**PRINCIPAL** \_\_\_\_\_

**SUPERINTENDENT:** \_\_\_\_\_

DESCRIPTION:	\$AMOUNT	PROJECT	FUNCTION	OBJECT	PROGRAM	SUBJECT	JOB	SITE
<b>TOTAL:</b>	\$ -							

**PURPOSE OF GOODS AND SERVICES:**  
\_\_\_\_\_  
\_\_\_\_\_