



## PURCHASE ORDER

This form is to be filled out and approved by a committee head prior to any purchases being made. It serves to make sure items are not purchased without the knowledge of those in charge and gives permission for reimbursement when needed.

Date: \_\_\_\_\_

Committee: \_\_\_\_\_

Purchaser: \_\_\_\_\_

Qty.	Description

\_\_\_\_\_  
Committee Chair Signature

Void after 30 days of listed Date