



PURCHASE ORDER

Approved POs are required for all spending over \$100. POs over \$1000 must be signed by a member of the Lead Team. PO must be approved and signed BEFORE any spending occurs.

Today's date _____ Date needed _____

Requested by _____ Ministry/Department _____

Budgeted? Yes No

ACCT CODE	VENDOR/DESCRIPTION	AMOUNT
Total Requested		
Adjusted Total Approved <i>(only if partially approved)</i>		

Oversight Approval Signature _____

Date _____

ACCOUNTING USE ONLY

Date PO Received _____

Accounting Signature _____

Notes

