Bethania Lutheran School

PURCHASE ORDER FORM

Last name:	First name:	Position:

Ensure that items are clearly identified in the table below with a unique product ID to ensure your order is placed accurately. Attached separate pages if necessary. Any individual item over $300 requires at least two quotes to be provided. Orders over $100 will require dual signatures.

Product ID	Description	Supplier/Contact Details	Budget	Amount
			Total	

Justification:

Signature:	Date:

1st Approval: Approved / Declined **Position:** DP / P / BM	*2nd Approval:* Approved / Declined **Position:** DP / P / BM
Date: **Signature:**	**Date:** **Signature:**

Data Entry use:	GL Code:	Date Processed:	Initials: