

**Yonkers Public Schools
Purchase Order**

CHARGE TO ACTIVITY FUND: _____

VENDOR: _____

IN THE AMOUNT OF: _____

Purchase Order _____ **No.** _____
(Your invoice must show this order number)

DATE ISSUED: _____

DATE WANTED: _____

Check one of the following:

☐ **EXEMPT FROM SALES TAX-resale**

☐ **NOT EXEMPT FROM SALES TAX**

Quantity	Description	Unit Price	Total Amount

FUNDS ARE AVAILABLE. PURCHASE AUTHORIZED BY

ACTIVITY TREASURER

FACULTY ADVISER

Purchases by activities should be made by means of a formal purchase order approved by the faculty adviser who is responsible for determining that funds are available before approving purchase order. Like the voucher check, this document involves negotiation with institutions outside of the school and consequently shall bear the signature of the adviser.