

ELMWOOD PARK BOARD OF EDUCATION
STUDENT ACTIVITY FUND
REQUISITION/PURCHASE ORDER

NAME OF SCHOOL _____

NAME OF CLUB _____

Vendor: _____

Ship to School: _____

Date: _____

P.O. # _____

Quantity	Item	Unit Price	Amount

NO ORDER IS VALID UNLESS APPROVED BY THE BUILDING PRINCIPAL.

Check # _____

Requisitioned by: _____

Approved by: _____ Building Principal

ALL REQUISITIONS MUST INCLUDE A COPY OF THE INVOICE/BILL
IN ORDER FOR PAYMENT TO BE MADE.