



## Purchase Order

Purchase Order Submitted by		Phone #		Date Submitted	
Suggested Vendor				Date Required	
Address		<b>Cost Center</b> <input type="checkbox"/> Football Equipment <input type="checkbox"/> Football Uniforms <input type="checkbox"/> Cheer Equipment <input type="checkbox"/> Cheer Uniforms <input type="checkbox"/> Apparel <input type="checkbox"/> Dances/Activities <input type="checkbox"/> Concessions <input type="checkbox"/> Office Supplies <input type="checkbox"/> Printing Services <input type="checkbox"/> Game Day Expenses <input type="checkbox"/> Other: _____			
City, State, Zip					
Phone #					
Website					
Vendor Point of Contact Name					
Quantity Needed	Item Description	Cost Each	Line Total		
<b>TOTAL</b>					
Date PO Received		Approved by (Print Name)		Signature	

Please attach or send quotes for all Purchase Orders to the Dukes Treasurer