Prescribed by State Board of Accounts

Form SA-1 (Revised 2001)

PURCHASE ORDER
ACCOUNTS PAYABLE VOUCHER

No. _____

SCHOOL EXTRA-CURRICULAR ACCOUNT

PAID BY CHECK: DATE _____

No. _____ Date _____

Purchased from _____

Address _____

Purchased for _____

Deliver to _____

Send Invoice to Bookkeeper

TO THE DISBURSING OFFICER:

The following expense is proposed, payable from the _____ Fund.

An invoice or bill to be properly itemized must show: kind of service, where performed, dates service rendered, by whom, rates per day, number of hours, rate per hour, number of units, price per unit, etc.

Quantity	Description	Unit	Price	Total
			Total This Order	

Signed: _____

Person Authorized to Purchase

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services authorized thereon for which charge is made were ordered and received except _____.

Date: _____, _____

_____

Signature

I hereby certify that there is an unobligated balance in the applicable fund sufficient to pay the above order.

Date: _____

_____

Treasurer

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Date: _____, _____

_____

Treasurer