

**BUFFALO PUBLIC SCHOOL-EXTRA CLASSROOM ACTIVITY FUND
PURCHASE ORDER FORM LETTER & CASH TRANSFER FORM
(CASH DISBURSEMENT ORDER FORM)**

SCHOOL NAME: _____ DATE: _____

ACTIVITY NAME _____ ACTIVITY # _____

FUNDRAISER CODE _____

PART 1

A. PURCHASE ORDER – complete this section when ordering goods and or services.

VENDOR NAME _____

VENDOR ADDRESS _____

APPROXIMATE COST \$ _____

GOODS AND/OR SERVICES _____
(detailed description of goods or _____
services to be purchased, for more _____
space attach additional sheet) _____

B. PAYMENT ORDER - complete this section once goods have been received or services have been rendered.

INVOICE # _____ CHECK # _____

CHECK AMOUNT _____ CHECK DATE _____

PART II

ACTIVITY TRANSFER - complete this section when an activity transfers funds.

TRANSFER FROM – ACTIVITY ACCT. # _____ ACTIVITY NAME _____

TRANSFER TO – ACTIVITY ACCT. # _____ ACTIVITY NAME _____

AMOUNT OF TRANSFER _____ DATE OF TRANSFER _____

CERTIFICATE AREA

PRINCIPAL _____ FACULTY ADVISOR _____

CENTRAL TREASURER _____ ACTIVITY TREASURER _____