

Boys & Girls Clubs of Utah County
Purchase Order Form

Purchased by: _____

Supervisor Approval Signature: _____

Vendor Name:		
Date of Purchase:		
Items Purchased:		
Purchase Amount:		
Where will the items be used: <small>(i.e. clubhouse, admin, school, etc.)</small>		
What grant is being charged: <small>(i.e. CCDF, Safe Passages, TANF, etc.)</small>		
Budget line item: <small>(i.e. supplies, transportation, training.)</small>		
How were the items paid for:	<input type="checkbox"/> Club Debit Card: <small>Enter site name and last 4 of the card number</small>	
	<input type="checkbox"/> Your money: <small>Enter name of person</small>	
	<input type="checkbox"/> Check: <small>Enter check #</small>	
	<input type="checkbox"/> Invoice: <small>Enter invoice #</small>	
	<input type="checkbox"/> Other:	
Accounting Code: <small>(Admin office use only)</small>		

Attach receipt below: (if receipt wont fit on the bottom of the page, attach a 2nd page with receipt)
Send PO form and receipt to admin office: email bgcutah@bill.com, fax
801-340-5220, or drop off at Provo Club or at the admin office