

Boys & Girls Clubs of Utah County  
Purchase Order Form

Purchased by: \_\_\_\_\_

Supervisor Approval Signature: \_\_\_\_\_

Vendor Name:	
Date of Purchase:	
Purchase Sub-total:	
Tax:	
Purchase Total:	
Items Purchased:	
Funding Source: (i.e AMP, Netsmartz, AmeriCorps, Safe Passages)	
How do these items relate to the priorities of the funding source?	
Program/Activity these items will support: (i.e SMART, Positive Action, Dance Club, STEM Club)	
Accounting Code: (see below for common accounting codes)	
Accounting Code Description: (i.e. supplies, professional development, travel)	

Payment Method:

<input type="checkbox"/> Club Debit Card: Enter site name and last 4 of card		<input type="checkbox"/> Your money: Who needs to be reimbursed?	
<input type="checkbox"/> Check: Enter check #		<input type="checkbox"/> Invoice: Enter invoice #	

Attach receipt at the bottom of this page or on a separate page.

Common Accounting Codes

DWS Grants	Supplies	Profess. Develop.	Travel Transp.	Contract Services	Janitorial Supply		
AMP – Provo	5370.11	5090.11	5135.51			5370.09	
Summer - Provo	5370.91	5090.91	5135.91			5370.09	
AMP - Sunset	5370.12	5090.12	5135.52				
AMP - Timpanogos	5370.13	5090.13	5135.53				
AMP – Geneva	5370.14	5090.14	5135.54				
AMP - Sharon	5370.15	5090.15	5135.55				
AMP – Program Admin	5370.1	5090.1	5135.1				
Teen - Dixon	5370.41	5090.31	5135.41	5105.31			
Teen - Mt. Nebo	5370.42	5090.32	5135.42	5105.32			
Teen - Walden	5370.43	5090.33	5135.43	5105.33			
TAP – Program Admin	5370.4	5090.4	5135.4	5105.3			
Netsmartz	Office Supplies	Training	Travel	Tel. Cell	Printing Postage	Computer Equip	
Netsmartz	5370.08	5090.08	5135.08	5380.7	5300.7	5085.1	
AmeriCorps	Supplies	Training Staff	Training Member	Travel Staff	Travel Member	Other Program	Contract Services
CNCS	5370.31	5090.61	5090.62	5135.71	5135.72		5105.61
Match	5370.32	5090.63	5090.64	5135.73	5135.74	59800.1	5105.62
AmeriCorps Program Adm	5370.3	5090.6	5090.6	5135.7	5135.7		5105.6
Child Nutrition	Office Supplies	Training	Travel Van Fuel	Travel Van Miles	Travel Per Miles	Food	Non-Food
CACFP	5370.81	5090.81	5135.61	5135.62	5135.63	5275.1	5276.1
SFSP	5370.82	5090.82	5135.64	5135.65	5135.64	5275.2	5276.2

**Other**

Clubhouse Van Repair	5070.1	Golf Fundraising Expense	5140.2	Admin Supplies	5280
Clubhouse Van Licenses	5070.2	Admin Licenses Permits	5220	Club Repairs/Maintenance	5330
STH Fundraising Expense	5140.3	Admin Mileage	5250	Admin Telephone/Cell	5380