



**ADMINISTRATIVE FORM 3520  
STUDENT ACTIVITY FUNDS  
SCHOOL PURCHASE ORDER**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date \_\_\_\_\_ PO # \_\_\_\_\_

Activity account \_\_\_\_\_

Vendor name \_\_\_\_\_

*Vendor: Please deliver the following items to the bearer of this purchase order and charge to our school account. Please bill in duplicate.*

**\*\* All Washoe County Schools are exempt from sales tax \*\***

| Quantity | Item description | Amount |
|----------|------------------|--------|
|          |                  |        |
|          |                  |        |
|          |                  |        |
|          |                  |        |
|          |                  |        |
|          |                  |        |
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|          |                  |        |
|          |                  |        |

**TOTAL PURCHASE NOT TO EXCEED \$ \_\_\_\_\_**

*Not valid without approval signature*

\_\_\_\_\_  
 Ordered by \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Approved by \_\_\_\_\_ Date \_\_\_\_\_

White - Vendor; Yello - Bookkeeper; Pink - Activity Fund



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