

Three Cedars Waldorf School Purchase Order Tracking Form

Teachers, staff, and volunteers, please make a copy of this P.O. Form for your records before submitting it.

Name of person requesting purchase	
Title	
Use for purchase	
Preferred vendor	

Description of items including qty (or attach order form)

From which budget subaccount will this be paid?	
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Purchase authorized by	
Title	
Notes / memo for QuickBooks	

Name of person placing order	
Title	
Vendor name and address (or attach invoice)	
Vendor telephone	
Vendor email	
Date ordered	
Paid by (invoice, credit card, COD)	

Name of person checking contents against order	
Order delivery and contents verified on date	

Return completed form to Bookkeeper for file.