

Sample Purchase Authorization

PURCHASE AUTHORIZATION

Number: _____

Date: _____

Supplier		Street Address		City	State	Zip Code
Originator		Account		Month to be expended		
Quantity	Description			Unit Price	Total Price	

TOTAL _____

Special Instructions by Originator:

APPROVALS:

Officer _____ Date _____

President _____ Date _____

Treasurer _____ Date _____

Check # _____ Date _____ By _____
