

Club Purchase Order Form

Criteria

Clubs may use this form for expenses that are greater than or equal to \$5000 CAD

Proper documentation from an authorized vendor must be attached to this PO

3 club executives must sign off on this Purchase Order

The Clubs Department must also sign off on this Purchase Order

The club must provide an official receipt from the vendor within 30 days, failure to provide this documentation will prohibit the club from using this form for the remainder of the current fiscal year.

MAIL INVOICES TO:

7-292,10700-104 Ave/Edmonton AB, T5J 4S2

Attention: Finance Department

VENDOR INFORMATION:

Company

Address

Contact Name

Contact Number

Reason for Purchase	Club Account Number	Club Account (Regular, SLG, Event, Operating)	Price (CAD/USD)	Total Amount

Name of Club Executive	Signature	Clubs Department Initials

Finance Use Only

Cheque Number	Date	Journal Entry Number	Finance Assistant Initials