



WOODROW WILSON HIGH SCHOOL

Parent Teacher Student Organization



PURCHASE ORDER - REVISED

Please submit this form and your scanned receipt (s) to PTSO's Co -Treasurers, Ms. Lakeisha Lee-Lloyd by E-mail to Kesha441@gmail.com. If this is a grant, please also attached the approved grant application together with this form & the scanned receipts (s).

Date	
Amount	
Vendor	
Budget Line Item	
Head of the Department approving the expenditure: 1. Name 2. E-mail address 3. Phone number	
Reimbursement going to: 1. Company OR Individual Name 2. Company OR Individual E-mail address 3. Company OR Individual Phone number 4. Company OR Individual COMPLETE Mailing Address	

For office use only:

Date President Approve	
Date Transaction	
Debited from PTSO Account (Checking or Saving)	
Check Number	