

HERNANDO COUNTY SCHOOL DISTRICT
AUTHORIZATION FOR PURCHASE FROM INTERNAL ACCOUNTS

Vendor: _____ Ship invoice and material to: _____ P.O. #: _____
 _____ Date: _____
 _____ Requested by: _____
 _____ Internal Acct. Name: _____

Sales Tax Exemption: 85-8012621945C-9 Expiration Date: October 31, 2022
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Approved by Administrator

Date

Funds requested for: _____

Disposition:

☐ Reimbursement
 ☐ Bill School Account
 ☐ Payment included
☐ Other (explain) _____

This order not to exceed \$ _____ Requester signature _____

Internal Acct. Name: _____

Quantity Requested	Bid No. or Catalog No.	Description	Unit Price	Total Cost

Fund	Function	Object	Center	Project	Subproject	Program

TOTAL

Account Number to be Charged