Safe and Drug-Free Youth Section

Coalition Finance Handbook

Fairfax County Public Schools PURCHASE REQUISITION, ORDER, AND RECEIVING REPORT	NUMBER AND PREFIX LETTERS APPEARING AT RIGHT MUST APPEAR ON ALL DELIVERIES, PACKAGES, INVOICES, PACKING SLIPS AND RELATED CORRESPONDENCE	NUMBER
Name of School & Address	Date	Account To Be Charged
Purchase From	Please Furnish, Deliver, and Bill to the Following:	

1 QUANTITY	2 ARTICLE AND DESCRIPTION	3 UNIT	4 UNIT PRICE		5 AMOUNT		6 QUANTITY RECEIVED

REMARKS

APPROVED BY PRINCIPAL/PROGRAM MANAGER DATE	REQUESTED BY	APPROVED BY TEACHER SPONSOR

ACCEPTANCE ACKNOWLEDGEMENT*	DELIVERY IS: ☐ PARTIAL ☐ FINAL
DATE OF PAYMENT	Please read the *Instructions to Receiving Employee* on the back *before* the shipment arrives.

QUANTITY IN COLUMN 6 HAS BEEN:

☐ RECEIVED
☐ INSPECTED
☐ ACCEPTED AND CONFORMS TO THE PURCHASE ORDER EXCEPT AS NOTED

RECEIVING EMPLOYEE'S SIGNATURE

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DATE RECEIVED