



Hayfield Community Schools

9 Sixth Avenue SE, Hayfield, MN 55940

<http://www.hayfield.k12.mn.us>



Mission: To provide a safe learning environment that prepares, challenges, and inspires students for life

LOCAL PURCHASE ORDER

Procedure for Local POs:

1. Obtain approval from the District Office before purchasing. All purchases must be pre-approved.
2. All receipts must be returned with 48 hours of the purchase.

Date	Vendor	Requisitioner
	Casey's	

Account Code	

Quantity	Unit	Description	Unit Price	Total
Total				

Authorized by District Office

Date

Please return this form and the receipt to Lila Rehnelt.