

**ECHOCKOTEE LODGE – Order of the Arrow
North Florida Council – Boy Scouts of America**

DATE OF REQUEST	
ACCOUNT NUMBER TO BE CHARGED	
MAIN ACCOUNT	OTHER (SPECIFY)
<input checked="" type="checkbox"/> 1-2371-000-00	<input type="checkbox"/>

Check Request Purchase Order Request

ONLY YELLOW FIELDS CAN BE EDITED

ISSUE CHECK TO:				REQUESTOR (if different):		
HOLD CHECK FOR PICKUP	MAIL	FAX (for PO)	E-MAIL (for PO)	POSITION		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
PHONE:		FAX (if applicable)		PHONE:		FAX (if applicable)
E-MAIL ADDRESS				E-MAIL ADDRESS		
ADDRESS				ADDRESS		
CITY		STATE	ZIP CODE	CITY		STATE ZIP CODE

ITEM NO.	COMMITTEE / BUDGETED AREA	DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT
1					\$ -
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
TOTAL					\$ -

REQUESTOR'S SIGNATURE	DATE	COMMITTEE / CHAPTER ADVISER SIGNATURE	DATE
LODGE TREASURER / CHIEF SIGNATURE	DATE	FINANCIAL ADVISER SIGNATURE	DATE
LODGE ADVISER SIGNATURE	DATE	STAFF ADVISER SIGNATURE	DATE

IMPORTANT INFORMATION

Request must be approved by the Lodge Treasurer / Lodge Chief OR the Lodge Adviser (includes Associate Lodge Advisers). If Request is being submitted by a Chapter Chief or Committee Chairman, the appropriate Chapter or Committee Adviser must approve. Checks are issued on the 15th and last day of each month. Requests should be received by the Lodge Treasurer / Lodge Chief OR the Lodge Adviser (includes Associate Lodge Advisers) by the 5th and 20th of each month.

YOU MUST ATTACH RECEIPTS FOR ALL REIMBURSEMENTS. A REIMBURSEMENT CHECK WILL NOT BE ISSUED WITHOUT A RECEIPT ACCOMPANYING THIS FORM.

COUNCIL OFFICE USE ONLY	CHECK NUMBER	PO NUMBER	DATE ISSUED