



Reno American East & West Little League

Reno, Nevada

Charter No. 127870 & 428-01-07

RALL PURCHASE ORDER

Purchase Order Number: _____

All completed purchase orders require the signatures of the treasurer and possibly the league president prior to obtaining the requested funds. If approved, all completed purchase orders must be submitted to the league treasurer after the purchase is made with a receipt of purchase. All completed purchase orders and receipts will be filed and managed by the league treasurer.

Name of board member requesting funds: _____

Date of request: _____

Reason for purchase: _____

Name & Address of Vendor: _____

Itemized Request for Funds

Line	Description of Item	Qty	Cost	Extended Cost
1.				
2.				
3.				
4.				
5.				
				Total Request Amount: \$

Approval Signatures

 League Treasurer Date League President / Finance Committee Date

*Approvals: \$1 - \$500 = League Treasurer
 \$501 - \$2,500 = Treasurer, President & Finance Committee
 Over \$2,500 = Board Approval*

P.O. Box 33156
 Reno, Nevada 89533

Msg Phone (775) 747-3323
www.RenoAmerican.com