Staple Receipt Here

General Fund

PRUETT'S Charge Report

Person Charging	
Charge Amount	$
Date of charge	
PO # (4-digits)	#

I certify that the above charges were all the purchases made at Pruett's in Brooken Bow. All purchases made were for and in the conduct of official business of Broken Bow Public school.

Signature: _____

Date: _____

NOTE: Any purchases made on the school's charge account in which no invoices/receipts are returned to Central office in a timely manner, sales tax are charged, that I will be personally responsible for the repayment of these charges.

Employee Initials: _____

Year	Fund	Proj	Func	Obj	Prog	Subj	Job	Site