

**Burnt Hills-Ballston Lake CSD**

**PO Draft/Vendor Claim**

(Not a Purchase Order)

PO # \_\_\_\_\_

Vendor:

Ship to:

Attn:

Ordered for: **BANK BAG COURIER SERVICE**

Date: _____	Fund: <u>A</u>	Trans. Code _____
Code: _____	A2020-161-80-9900	Amt. _____
Code: _____		Amt. _____
Code: _____		Amt. _____
Vendor# _____		<b>Total</b> _____
Invoice # _____		

Quantity or Unit		Unit Price	Total																														
	<p><b>BANK BAG PICK UP FROM ALL BHBL SCHOOLS TO BANKS (BSNB AND BOA)</b></p> <p>MONTH OF : _____</p> <p>DATES:</p> <table border="1" style="margin-left: 40px; border-collapse: collapse;"> <tr> <td style="width:15%; text-align:center;"><b>MON</b></td> <td style="width:15%; text-align:center;"><b>TUES</b></td> <td style="width:15%; text-align:center;"><b>WEDS</b></td> <td style="width:15%; text-align:center;"><b>THURS</b></td> <td style="width:15%; text-align:center;"><b>FRI</b></td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <p>PAY RATE=1 HOUR FOR EACH DAY SERVICE PERFORMED AT HRLY RATE</p> <p align="right">Shipping</p>	<b>MON</b>	<b>TUES</b>	<b>WEDS</b>	<b>THURS</b>	<b>FRI</b>																											
<b>MON</b>	<b>TUES</b>	<b>WEDS</b>	<b>THURS</b>	<b>FRI</b>																													
	<b>Total</b>																																

PO Draft Signatures:

\_\_\_\_\_  
Approved Program Director or Principal

\_\_\_\_\_  
Approved School Business Administrator

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I hereby certify that the above is a true and accurate claim. All services have been rendered and all merchandise delivered. No considerations have been made other than those shown above.

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Signature of Vendor or Legal Agent