



**OVER \$1000 ONLY**

Program Name:  
Account Code:  
Object #:  
Function #:  
Fiscal Year:

**Henderson Knox Mercer Warren ROE #33**

**2026-2027 ASSET PURCHASE ORDER**

Date \_\_\_\_\_

Charge Card

Check/Invoice

Vendor Name:  
 Ship to:  
 Physical Location of Item & Room #:  
 Date Ordered: \_\_\_\_\_ Date Received: \_\_\_\_\_

Charge Card input box

Check/Invoice input box

**Complete Prior to Turning into Bookkeeping**

Asset Tag #:  
 Serial (S/N) #:  
 Who Possesses Asset:

Item Name <i>only one item /purchase order</i>	Brief Description of Item	How Many	Cost
			Total

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Regional Superintendent \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved