



Penn Legacy P.O. Box 216 Landisville, PA 17538 Fax: 717.459.7511

Purchasing procedure:

Note: This policy is effective April 1, 2015. This revised procedure is necessary in order to manage and track ALL purchases within the club.

On page 2 below is a purchase order form that should be used for ALL purchases. If you need to place an order, please follow the procedure below:

- Type into or print and write up your purchase request on the form.
- Save document and submit requisition to Financial Administrator (Sue Medence–billing@pennlegacy.org) for review.
- If items are budgeted, Sue will send PO to Administrative Director (Steve Rempala – registrar@pennlegacy.org).
- AD will place order.
- If items are not budgeted and approval has been obtained, order will be reviewed for accuracy, sent to AD and placed.
- If items are not budgeted and not approved, the requisition will be sent to the Treasurer for a determination if request warrants board approval or if purchase is not necessary at this time
- If Board approves, Treasurer will send request to FA and AD noting approval. Order will be placed.
- If Board does not approve request, Treasurer will communicate such determination directly to requester that purchase cannot be made at this time.

Thank you for your help in this new procedure.

Penn Legacy Soccer Club

P.O. Box 216
 Landisville, PA 17538
 717-459-7511

PURCHASE ORDER

The following number must appear on all related correspondence, shipping papers, and invoices:

P.O. NUMBER:

TO:

[Recipient Name]
 [Company Name]
 [Street Address]
 [City, ST ZIP Code]
 Phone [phone]

SHIP TO:

[Recipient Name]
 [Company Name]
 [Street Address]
 [City, ST ZIP Code]
 Phone [phone]

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
OTHER	
TOTAL	

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Sales tax exempt #: 75-268-218
5. Send all correspondence to:
 Penn Legacy Soccer Club
 P.O. Box 216
 Landisville, PA 17538
 717-459-7511

Authorized by _____ Date _____