



Special Instructions for Purchase Order Forms:

All purchase order forms must be completed within **30** days of the purchase/activity. We will **no** longer accept an entire year's worth of receipts and purchase orders. This will help us stay on track with not only our budget, but make sure that vendors and schools get reimbursed promptly. If both the purchase order form and activity form are not filled out, you will not get reimbursed.

Because this program is funded through the Montana Beef Council with Beef Checkoff Dollars, certain guidelines are in place to be followed.

- ✓ Original receipts of the purchase must be attached if mailed or scanned if emailed with the beef item **circled**.

The following items are stated on the form and must be listed properly.

- ✓ The pounds of beef should be listed. If there are several packages of one cut, please just write the total amount of pounds per cut.
- ✓ Price per pound of each cut
- ✓ The total price of each package or package of each cut

- ✓ **The purchase order must be signed by someone at the vendor (can be the cashier) or department chairperson.**

Thank you for helping us promote the consumption of beef through beef education. We are indebted to the hard-working farmers and ranchers of Montana for delicious beef we have access to. Montana beef can contribute to a healthy and vibrant lifestyle.

Haley Potter

MCW Beef Education Advisor

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... The Voice of Women in the Cattle Industry.



2020-2021 Beef Education Purchase Order:

Name of Store: _____

Address: _____

Date	No. of lbs.	Cut of Beef	Price per lb.	Total Price

The above purchases were made for use in the Beef Education Program at the _____ High School in _____, MT.

Signature of Teacher _____

Signature of Vendor _____

For payment, please mail or email this completed form, activity report, and all required documents to MCW Beef Education Advisor.

Bottom of this page is for Montana CattleWomen Beef Education Advisor use only:

Received PO Form	Received Activity Form	Received Documents

Approval of Montana CattleWomen Beef Education Advisor:

Signature: _____ Date: _____

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