



# ANCHOR ACADEMY

Box 3015, Salmon Arm, BC V1E 4R8

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Toll free 1-888-91SERVE (917-3783)

## THIRD PARTY CURRICULUM PURCHASE AUTHORIZATION

Purchase Order Number: _____		Security Code: _____	
		(Mother's Maiden Name)	
Parent Name(s): _____		City: _____	
Phone: _____	Cell/Work: _____	Email: _____	
Student name(s) _____			
<small>SURNAME</small>		<small>FIRST NAME</small>	

The above named parent is hereby authorized to charge up to a total of \$\_\_\_\_\_ for purchases of required curriculum.

**NOTE TO PARENT:** It is *Anchor Academy's* desire to assist you with purchases of required educational materials. When completely filled out, this form will simplify your shopping while providing convenience for the curriculum provider, and necessary security for the school. Please be aware that any amounts spent that exceed your CCA limit will be payable by yourself. When you have completed your school purchases or the CCA is spent, please send a copy of this form to the *Anchor* office. Thank you!

**NOTE TO CURRICULUM PROVIDER:** Educational materials purchased for the named student(s) by the person whose name appears above will be paid for by *Anchor Academy* in one of two ways:

- 1) by cheque within 30 days after *Anchor Academy* receives your invoice. Be sure to include the family name, the purchase order number and the security code, OR
- 2) by charge card when you phone the *Anchor Academy* office between 9 am and 2 pm weekdays. You will be asked to provide your business name and phone, the family name, the purchase order number, the security code, as well as the total order amount. A copy of the order needs to be faxed or mailed to *Anchor Academy*.

<u>VENDOR</u>	<u>TOTAL PURCHASES</u>	<u>RUNNING TOTAL</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____