



PURCHASE ORDER REQUEST FORM

THE LAST DAY FOR PURCHASE ORDER REQUESTS IS MAY 1, 2020 – THIS INCLUDES SUMMER NEEDS.

This form must be **FULLY COMPLETED** and submitted to ASB for approval **BEFORE** any items or services are purchased or ordered (per Education Code Section 48933(b)). Submit at least 2-3 weeks in advance for proper approval & signature process. When a copy of this form has been returned to the advisor, then the item or service can be purchased or ordered. COMPLETE A SEPARATE FORM FOR EACH VENDOR OR INDIVIDUAL TO BE REIMBURSED.

Club/Organization: _____ Date: _____

Advisor: _____ Club/Organization President: _____

Why is the item or service going to be purchased or ordered? _____

Vendor or Purchaser (person to be reimbursed) Information

Company/Name: _____

Contact Name: _____ Phone/Fax: _____

Item #	Description	Quantity	Unit Price	Total
CLUB APPROVAL: (by signing below, we certify that this request has been approved by the club/organization officers and recorded in club minutes) Approval Date: _____ Club Officer Signature: _____ Advisor Signature: _____			Sub-Total	
			Shipping & Handling	
			Sales Tax	
			Other	
			Grand Total	

STUDENT GOVERNMENT ACTION				ASB Bookkeeper Use Only	
<p style="text-align: center;"> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Tabled </p> <p>Reason for disapproved or tabled action: _____</p>				P.O. NUMBER:	
_____ ASB Officer Signature		_____ Date		_____ ASB Bookkeeper Use Only Account to be charged:	
_____ Date		_____ Activities Director Signature		_____ Date	
Acct. Balance after Request: \$ _____					