



Purchase Order # _____

Date: _____

Check # _____ Account # _____

Request for Student Body Purchase Order Form

Note: This is not a purchase order form, only a request. This form is to be used for materials purchased off-campus. Never submit this form and the PINK "Request for Payment Form" for the same item or service. Submit completed form to the Financial Office. Allow 48 hours for final approval of request.

No Order may be implemented by personal contact alone. If emergency exists, contact Vice Principal of Activities for procedures. Unless otherwise stipulated, the purchase order will be mailed to the vendor. One copy of the purchase order shall be sent to the advisor for his/her files.

Suggested place to Purchase	Total Amount Requested \$
Address	Department
City, State ZIP	Phone #

Quantity	Items & Description	Unit Price	Amount

1. All expenditures must have organizational approval prior to submitting purchase order form. Unless otherwise stipulated in the organizational constitution, all expenditures over \$25.00 must receive majority approval of the general membership. Expenditures under \$25.00 must receive three-fourths majority approval of all officers. **No expenditure of student funds may be approved sole by a student officer or advisor.**
2. All activities dependent upon Associated Student Body (ASB) funds must receive its student's approval from the ASB Executive Board.
3. Verification of expenditure approval must appear in the organization's minutes which must be filed at the Activities Office within 14 days of the meeting.
4. All "Request for Student Body Purchase Order Forms" must be signed by an authorized student officer and faculty advisor.
5. All "Request for Student Body Purchase Order Forms" must receive final ASB Approval.

Signed by Organization Treasurer	
Signed by ASB Treasurer	

Faculty Advisor	
Asst. Principal/Director of Activities	

Approved by Officers _____ Membership _____ ASB Approval _____

Date of Minutes _____ Block Motion # _____