Amador Valley High School
ASB PURCHASE ORDER
1155 Santa Rita Road, Pleasanton, CA 94566
Phone 925.461.6100 • FAX 925.461.6133

PAYMENT TYPE - check one	AS	ASB PURCHASE ORDER NO.
() CASH—Pick Up Date		
() Cashbox—for (event)		
() Petty Cash—to (vendor)		
() CHECK—Payable to		
() PURCHASE ORDER—Vendor Fax		
()TRANSFER—to (account)	Mei	Merchant must show this number on the invoice
REQUESTED BY VENDOR ADDRESS-	for che	for check payments via purchase order
Name		
Account	2)	
Description/Item Quai	Quantity	Unit Price Total Amount
CERTIFICATION— this section must be signed		GRAND
We certify that this request has been approved and recorded in club minutes: (Club approval is not needed to expend money by the general Associated Student Body)		TOTAL
Approval Date		FOR OFFICE USE ONLY
Club or Class		Check #
President		Date
Advisor		Advance Cash
We certify that this request has been approved by ASB or Student Council:		Mailed/Pickup
Approval Date		ADDITIONAL NOTES
ASB Officer		
ASB Advisor		
Administrator		

Signed Date