

ASB PURCHASE ORDER

Phone 925.461.6100 • FAX 925.461.6133

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ASB PURCHASE ORDER NO.

() Cashbox—for (event) _____

() CHECK—Payable to _____

() TRANSFER—to (account)

VENDOR ADDRESS—*for check payments via purchase order*

CERTIFICATION—*this section must be signed*

TOTAL

Approval Date

Club or Class

President

Advisor

We certify that this request has been approved by ASB or Student Council:

Approval Date

ASB Officer _____

ASB Advisor

Administrator

Check # _____

Date _____

Advance Cash _____

Mailed/Pickup _____

ADDITIONAL NOTES

Date _____